



भारतीय प्रबंध संस्थान सम्बलपुर

Indian Institute of Management Sambalpur

MBA MANUAL

Master of Business Administration

11th Batch MBA (2025-27)



Indian Institute of Management Sambalpur

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Director's Message



Dear Students,

A very warm and hearty welcome from IIM Sambalpur.

The Master of Business Administration (MBA) at IIM Sambalpur is a two-year, full-time, residential programme. The distinct feature of MBA programme aims to develop students into competent professional managers with the ability to learn and adapt to national and international environments; an orientation toward achieving excellence while maintaining high ethical standards; and the ability to work effectively and efficiently, both individually and in groups.

The Institute began its Tenth year with vim and excitement, determined to carve a space for itself among the top group of IIMs. As we take our plunge into the world of Management Education, IIM Sambalpur's core values emphasise Innovation, Integrity, and Inclusion as essential for shaping it into an eminent institute. Our major focus is to reach out and study unconventional areas through an entrepreneurial and innovative approach.

The world is competitive, and we at IIM Sambalpur would like to rise to the occasion by doing action-centric research, providing value-based consultancy, and promoting experiential learning pedagogy. The knowledge and values that we hope to instil in our students at IIM Sambalpur strive to create professional business acumen while also making them versatile human beings and proud citizens of the country. The current economic scenario of our country is brimming with endless opportunities. Apart from Corporate Giants, avant-garde Startups supported by stakeholders, including the government, provide a wonderful platform for many of our students who aspire to be employment creators as Entrepreneurs. We strive to instil a holistic mindset of sustainable and socially inclusive growth in all the endeavours taken up by all of our stakeholders.

With these objectives in mind, IIM Sambalpur is passionately committed to empowering MBA students and pushing them to deliver their best to accomplish the long-term vision of IIM Sambalpur. I welcome the 11th Batch of MBA 2025-27 and wish them a great professional journey ahead.

Prof. Mahadeo Jaiswal

Director

IIM Sambalpur



Dean's (Academics) Message

Dear Students,

At IIM Sambalpur, we are committed to shape responsible leaders who embody entrepreneurial thinking, ethical decision-making, and a passion for driving innovation and inclusivity in a complex, rapidly evolving global environment. Our MBA program is at the heart of this mission—designed not merely as an academic qualification, but as a transformational journey that empowers students to lead with purpose and adapt with agility.

The program curriculum is carefully curated to maintain a strong foundation in the core business disciplines such as strategy, finance, marketing, and operations, while embracing the dynamism of emerging domains. We have integrated frontier areas like Artificial Intelligence, Digital Transformation, Data Analytics, and Sustainability into the learning experience, ensuring that our graduates are equipped with both timeless managerial principles and contemporary tools to navigate the future of work.

A distinctive feature of our academic philosophy is our emphasis on experiential and outcome-based learning. Students engage in live projects, real-world simulations, and industry-driven case studies that hone their problem-solving skills and leadership potential. Through international student exchange programs and global immersion opportunities, we broaden their perspectives and expose them to diverse cultural and business contexts. These experiences are complemented by our strong corporate interface, which ensures that our pedagogy remains grounded in industry relevance.

Our faculty members are a vibrant mix of leading researchers, accomplished practitioners, and thought leaders who foster a collaborative and intellectually stimulating environment. Their mentorship, combined with peer learning and innovation-driven classroom dynamics, equips our students to be analytical, socially conscious, and solution-oriented professionals.

The results speak volumes. Our students consistently achieve impressive placement outcomes, securing roles in top-tier firms across sectors such as consulting, BFSI, technology, FMCG, e-commerce, and more. These outcomes reflect the high regard the industry has for IIM Sambalpur's academic quality, talent pool, and values. As we look toward the future, IIM Sambalpur is on a trajectory of ambitious growth. The development of our permanent campus, the expansion of executive education programs, and the strengthening of international academic collaborations mark just the beginning of a broader vision. We aim to become a leading hub of management education that blends tradition with technology and regional inclusivity with global excellence. We invite you to join us in this exciting journey—where education goes beyond the classroom, and leadership is not just taught, but lived.

Prof. Diptiranjan Mahapatra

Dean (Academics)

IIM Sambalpur



PGP Chair's Message

Dear Students,

It's my immense pleasure to welcome the 11th Batch of MBA 2025-27 of the Indian Institute of Management Sambalpur (IIM Sambalpur) on board!

The world is currently witnessing a rapidly changing business landscape emerge from technological and other disruptions happening around us. The disruptive business world is constantly redefining the future of work and the future of leadership roles. Amid this new normal, developing responsible leaders for the industry and

IIM Sambalpur would like to take up the challenge through action-centric research, value-based consulting, and experiential learning pedagogy. The knowledge and values that we impart at IIM Sambalpur, aim to develop professional business acumen in the students to become responsible leaders and proud citizens of the Nation. We strive to instil a holistic mindset of sustainable and socially inclusive growth in all our endeavours.

Our MBA programme is designed with three governing principles-innovation, inclusion and integrity. We have introduced flipped classroom in different courses, a form of blended learning using digital platform using digital platform that has significant impact on knowledge creation and distribution. Here, students learn through experiencing applications of theoretical knowledge inside the classroom and theoretical learning through an interactive digital platform. We expect our students to take up different live projects (corporate as well as social projects), facilitated by the institute, to hone their business acumen. They are also expected to act with full integrity and accountability.

This MBA curriculum provides you with an ideal platform to augment your knowledge, skills, ability and attitude for making yourself ready to take up challenging roles in the professional world. It is structured to harness and synergise management understanding and techniques, through courses offered by scholarly faculty members, both internal faculty members of IIM Sambalpur and visiting faculty members from top-notch institutions of the country, including other IIMs. This two-year programme is power-packed with industry visits, summer projects, workshops, leadership talk series, live projects, etc. MBA students also go through an International Immersion / Exchange Programme and Dual Degree Programme (optional) to refine their understanding of global business. During these two years, several opportunities were created for you to participate in different student activities and explore yourself. On completion of this programme, you will be capable of performing in leadership roles, implementing innovative ideas, and contributing significantly to the growth and development of your organisation and society.

Therefore, with great conviction and pride, I welcome you all once again and expect you to create your identities as responsible leaders. I am certain that you will prove to be a valuable asset for any organisation and society as well. Best Wishes

Prof. Shubhi Gupta

Chairperson, PGP

IIM Sambalpur

Chapter 2

ABOUT THE INSTITUTE

IIM SAMBALPUR

IIM Sambalpur was established in the year 2015 and the first MBA course was started in a small building complex within the precincts of Sambalpur University. Presently, IIM Sambalpur has got its own permanent campus with the best state-of-the-art design and facilities & infrastructure matching the highest international standards. Located at Basantpur in a very peaceful & serene farmland surroundings, the Institute is not very far away from the Sambalpur City Centre.

Within this peace and tranquillity, the lives of IIM Sambalpur students revolve around classes, assignments, presentations, case studies, examinations, events and various other activities. Meeting the not-so-elastic deadlines for these components of evaluation is what makes up for most of the time in a day. The Institute has an Academic Committee, which acts as a liaison between the faculty and the students. This Committee puts forward the issues pertaining to the academic curriculum and students' issues. Students at IIM Sambalpur run several Students' Committees and Clubs for their overall development and to learn new skills, expertise and management strategies. The Institute also has a Cultural and Sports Committee to lighten the ambience and give a much-needed break from the routine academic activities. These Committees and Clubs foster interaction and bonding amongst the batchmates, junior and senior students.

Apart from the rigorous curriculum, the Institute also gets access to the best faculty in the IIM System and a platform to interact with the leaders of top universities and global faculty through the CEO immersion, International Immersion & Exchange Programmes. The depth of knowledge of the Professor and the sheer ease with which they handle the courses are both astounding and inspiring. Students do not need to be told to study; it comes naturally after seeing the amount of effort being put in by their Professors. After the classes are over, one can always find students burning the midnight oil in the library, discussing and planning academic activities, presentations, group activities, preparing for inter-college competitions, corporate games, etc. In collaboration with the Institute authorities, they host a number of activities to facilitate their overall development as a future corporate leader and entrepreneur.

IIM Sambalpur holds Innovation, Integrity and Inclusion as its core values. The main emphasis is to reach out and explore the unconventional areas through digital strategy, entrepreneurial innovation and novel approaches. The world is competitive, and we at IIM Sambalpur would like to take up the challenge through our action-centric research, value-based consulting and experiential learning pedagogy. The knowledge and values that we wish to impart at IIM Sambalpur aim to develop professional business acumen while making our students versatile human beings and proud citizens of the Nation.

The current economic scenario of our country is brimming with endless opportunities. Apart from corporate giants, avant-garde Startups endorsed by stakeholders, inclusive of the Government itself, provide a rich platform wherein many of our students would like to take a path of job creators as entrepreneurs. We strive to instil a holistic mindset of sustainable and socially inclusive growth in all the endeavours taken up by all of our stakeholders.

VISION, MISSION AND CORE VALUES

VISION

To be an Institute par Excellence in nurturing responsible leaders with an entrepreneurial mindset.

MISSION

To advance Management Knowledge and develop Responsible Leaders with Managerial, Research, and Entrepreneurial competencies.

CORE VALUES

Innovation, Integrity and Inclusiveness.



Chapter 3

ACADEMIC CURRICULUM

MBA MANUAL OF IIM SAMBALPUR

This MBA manual provides guidelines for the Two-year full-time Master of Business Administration (MBA) Degree programme at IIM Sambalpur and lays down the ordinances governing its design and administration. All participants are required to be conversant of these ordinances. However, the Institute reserves the right to change these ordinances at any point in time without any prior notice, and the students will be informed about the amendments accordingly.

About MBA Programme

The Master of Business Administration at IIM Sambalpur is a two-year full-time residential programme. The programme aims to groom the participants as global responsible leaders with a profound capacity to learn and adapt in a national and international business context; an orientation towards achieving excellence while maintaining high ethical standards; and a capacity to work efficiently and effectively both individually and in groups.

The MBA curriculum at IIM Sambalpur provides participants with an ideal platform to augment their knowledge, skills, ability, and attitude for making themselves ready to take up challenging roles in the professional world. It is structured to harness and synergise management understanding and techniques, through courses offered by scholarly faculty members of IIM Sambalpur and other top-notch institutions of the country, including older IIMs. A blended learning method, e.g., a combination of online and traditional classroom methods in the form of a flipped classroom, a blend of academic theory with experiential learning in the form of live projects, a combination of self-learning and peer-learning, is adopted to hone the skills of the participants. The MBA programme at IIM Sambalpur is designed with the three governing principles, viz. innovation, inclusion, and integrity.

PROGRAMME OBJECTIVE

The Master of Business Administration (MBA) at IIM Sambalpur is a two-year, full-time, residential programme. The programme aims to:

- Prepare students for acquiring the conceptual and social skills to take managerial responsibilities and its effective implementation in the competitive business environment.
- Groom students to take up entrepreneurial challenges leading to societal and national development.

The programme is spread over two years, each year consisting of three terms. While transiting from the first to the second year, the participants spend eight weeks on a Summer Internship Project (SIP) in a business organisation. The academic year begins in June/July and ends in March/April of the following year.

REGISTRATION FOR MBA

The registration of students for each term is mandatory in order to ensure that the students are physically available on campus and have deposited their Term fees on time. All the students are required to report to the PGP Office and register either on the notified registration date or the first day of each Term unless permitted in writing to register later. The Administrative Officer (Academics) in consultation with Chairperson PGP will grant permission only on genuine grounds, and if it is on medical grounds, the student is required to produce a medical certificate and related documents counter signed by a registered practicing doctor and endorse it by the Institute's Medical Officer. Extension of registration date from the notified date for Term I & Term IV would not be generally considered, unless and until, there is a genuine case like medical/hospitalization, natural calamity, etc. which would be considered on case-to-case basis.

The Term I registration for the MBA programme at IIM Sambalpur in the 1st year will be provisional till receipt and verification of all the relevant original certificates and documents filled up/declared by the candidate at the time of CAT registration/ Admission process. The relevant original certificates would be verified and returned to the students. The list of these certificates/documents, dates and venue for verification would be informed to the students by the PGP office.

Candidates who have appeared for their final degree examination must bring an official Bonafide Certificate (with signature, seal, name and date) from the authorised signatory of their Institution/Department specifying that they have completed all the requirements (including examinations, project, viva-voce, etc.) for the award of Bachelor's degree and only the final result is awaited. The original and a copy of the final Mark Sheet (Semester wise or consolidated) and the Provisional / Final Degree Certificate (showing that candidate has passed the examination) must be produced within 30 days of declaration of the result or 31 Oct 2025 (whichever is earlier) failing which, the provisional registration to the programme might be cancelled. In case any student anticipates any further delay in getting their final marksheet and provisional/final degree certificate, he/she should inform the Administrative Officer (Academics) in writing, stating reasons for delay along with the supporting documents/proof. Students must ensure the correctness of information while making a declaration at the time of Admission / Registration. Wrong declaration might lead to the student's termination from the Programme at any stage it is identified.

A candidate who has deposited the Acceptance Fee is permitted to withdraw from the offer before the notified date of Registration. In that case, the candidate's acceptance fee will be refunded after deducting the amount as mentioned in their offer letter. If the student withdraws after completing the registration process of Term I, he/she will have to submit the Withdrawal Application Form along with the No Dues Clearance Form. The applicable refunds (if any) will be processed within 30-45 working days as per the Institute's refund rules. The forms are placed as [Appendix I](#) and [Appendix II](#), respectively.

TERM FEES PAYMENT SCHEDULE

Payment of fees must be made by the participants before the beginning of each Term. The fee structure is placed as [Appendix III](#). The due dates for fee payment and late penalty for each Term will be announced by the PGP Office to the students. Those who fail to deposit the fees will not be permitted to register for the Term and sit for classes. A late payment fine, as per the details below, would be imposed on the student. Only upon payment of both the Term fee and late payment fees, the student would be permitted to register and attend classes.

Late Registration

A student can register for the term **only** after successful payment of the Term fees. The payment receipt shall be required to be uploaded for the registration. Without payment of term fees or a valid fee payment receipt, the registration will not be considered to be complete. All registrations after the due date will be considered late registrations.

- The Chairperson PGP may allow a maximum of one week for late registration, after which the student will not be allowed to register, barring exceptional circumstances (This will be decided on a case-by-case basis by the Chairperson (PGP) in consultation with the Administrative officer (Academics)).
- For late registrations, within one week after the last date, with prior permission of the Chairperson PGP, a late fee of Rs. 2,000/- will be levied, and for late registration without permission of the Chairperson PGP, an additional fine of Rs. 10,000/- will be imposed.
- For all late registrations during the second week, after the last date, an amount of Rs. 200/- per day (inclusive of Saturday/Sunday/holiday) up to the date of registration will be imposed in addition to a late registration fee of Rs. 10,000/-.
- All registrations after the second week require approval from the Chairperson PGP.
- The fine on late registration is applicable regardless of the reasons for the delay.

- Students who do not register as mentioned above, nor seek permission for late registration, will have to drop the term and need to seek the permission of the Director to join the Program in the next academic year to complete the remaining academic requirements to be eligible for the award of the degree.
- If a student seeks permission on medical grounds, then the student needs to produce a medical certificate from the Government Hospital.
- Students are advised to collect the course material within a maximum of 3 working days after registration. An additional amount of Rs. 500/- will be charged for issuing the course material after the due date.
- No refund is admissible on any part of the fees if a student withdraws voluntarily after registration, in accordance with the respective Terms.
- Promotion for the second year of MBA is provisional and will be confirmed on meeting the academic performance criteria of the first year.

PREPARATORY CLASSES

Preparatory classes for orientation on Quantitative Techniques and Communication would be conducted before the Induction Programme. These preparatory classes are compulsory for all the new students joining 1st year of the full-time MBA programme.

INDUCTION PROGRAMME

The Induction Programme would be conducted for a week before the beginning of regular classes after registration of students for Term I. All the MBA 1st year students are required to attend the Induction programme. The objectives of this Programme are as follows:

- Introduce students to modern management education, its scope, functional areas, and the MBA program design at IIM Sambalpur.
- Familiarise them with IIM Sambalpur's teaching methods, especially the case-based approach.
- Raise awareness about different learning styles and connect management education with personal goals.
- Facilitate interaction with seniors, alumni, faculty, staff, and industry experts.
- Brief students on the Institute's Code of Conduct and essential Dos and Don'ts.

The Schedule for the Induction Programme will be provided to students by the PGP Office

ACADEMIC CALENDAR

The Academic Calendar (2025-27) for the first year of the Master of Business Administration is placed as **Appendix IV**. The First-Year coursework is spread over three terms, followed by a compulsory Summer Internship. The Second-Year coursework will also be spread over three terms, followed by the Convocation in March/ April 2027. The schedule of Convocation depends upon various circumstances and is subject to change, which will be informed to the students accordingly.

MBA CURRICULUM - FIRST YEAR

The academic year normally begins in June/July and ends in March/April and consists of three terms. The students go for a summer internship at the end of IIIrd Term for a period of 8-10 weeks (during April to June). Each course is structured around the concept of credits, such that a full course of 3 credits requires 30 hours of classroom instruction and interaction. Instructors choose from multiple pedagogical tools, including lecture-discussions, case methods, computer-based simulations, projects, class preparations, case analysis, video conferencing, and e-learning to facilitate learning in their courses. All the courses offered during the first year are Core Courses, which are categorised into credit and non-credit courses. The First year credit requirements are as follows: -

First Year Credit Requirements

| Term | Credit |
|--------------|-----------|
| I | 21 |
| II | 21 |
| III | 18 |
| Total | 60 |

Non-Credit Courses: Non-credit courses are offered to participants to enhance their skills in different areas. It is compulsory for the student to pass the non-credit course and be eligible for the award of the MBA degree. A non-credit course does not have any fixed credit, but it has fixed sessions to be attended by all the students. The students are also subject to the evaluation procedure, but the marks scored would not be counted for the TGPA/CGPA purpose. The students will be declared only as PASS/FAIL in these courses based on their performance and attendance requirements, and the same will be annotated in their transcripts accordingly. Maintaining attendance of 80% is compulsory for these courses; failing to do so will result in the students being declared FAIL.

If a student fails to give feedback, a “Fail Grade” will be awarded.

The Course structure for the First Year is placed as [Appendix V](#).

BIDDING AND REGISTRATION OF ELECTIVE COURSES

The registration for elective courses for the second year (Terms IV, V & VI) will be conducted through an online bidding software. This bidding would be conducted during or after Term III, and the date & time of bidding will be informed to the students by the PGP Office. The list of elective courses to be offered along with brief course outlines (other than mentioning pedagogy related resource materials), requisite criteria, minimum score/grade/CGPA requirements, etc. for choosing an elective and guidelines for bidding would be provided to the students before the bidding session and they will have to select the electives for the entire Term IV, Term V and Term VI during the same bidding session. Students are required to compulsorily participate in the online bidding process, and based on the results of bidding, the students will be allotted their elective courses. Courses without brief outlines will not be included in the bidding process.

The lower and upper limit cap of students, along with the number of sections for each elective course, have been decided:

- The lower Student Cap to opt for a course is 10% of the entire batch size. For example, if there are 320 students in the MBA batch, then the minimum no. of registrations should be 32 students (figures in decimals, if any are to be rounded off to the nearest value). The PGP Office will drop the courses receiving less than 10% registrations.
- Upper Student Cap for a course should not exceed 70 students per class and a maximum of 02 sections per course, i.e. 140 students per course.
- There will not be more than two sections.
- The students will receive $1000 + (100 \times \text{CGPA till term 2})$ points for bidding.

This process will be conducted in four steps. All the steps will be done virtually.

Elective Course Bidding Process:

1. Demo Round: Students will be trained on IIM Sambalpur's bidding software.
 2. Mock Round: In this mock round, the students will bid for the courses of their interest. This round will give students hands-on experience of all bidding rounds.
 3. First Round: In this round, the student will bid for the courses of their interest. Students' enrolment for a course will always be based on the highest bidding points. For the courses, in which more than 140 students express interest, the top 140 students with the highest bids will be finalised. The said students will be channelised to available courses from the list in the second round.
 4. Second Round: All the courses reaching the upper cap will be frozen. The other courses with less than 10% batch subscription and less than 140 students' subscription cap would again be opened for further bidding process. The students may opt for the available courses by using their remaining bid points. The courses, which have subscriptions below 10% of the batch size, will be reopened for the final round.
 5. Final Round: The students who have subscribed to the courses with below 10% subscription will be asked to rebid for the courses available in the list.
 6. Closer Round: Any students not able to subscribe to the minimum credits criteria will be manually allocated the courses, subject to availability.
- * Please note that the elective bidding process is a one-time exercise, and students are expected to participate with full awareness and attention. No modifications will be permitted once the bidding process is closed, regardless of the reason.
- * If circumstances do not permit the elective to run for any reason, the subscribed electives may be dropped, and in such events the decision of PGP office will be acceptable to the students.

SUMMER INTERNSHIP

At the end of the first year of the programme, students are required to undertake an industry-based Summer Project for a period of 8-10 weeks. The Placement Cell of the Institute facilitates arranging suitable internships. The Summer Internship is intended to provide students with an opportunity to apply management principles learned during the first year and get first-hand experience in the industry with a new perspective. Summer Internship is a compulsory requirement and without completing it successfully, no student shall be eligible to register for or complete the second year of the programme. At the time of the fourth Term registration, students will be required to produce a Summer Internship Completion Certificate from the organisations in which they interned. The students will also be required to submit a completed feedback form from these Summer Internship Organisations to the Placement Office. The registration for the IVth Term will initially be done on a provisional basis. This provisional registration will be confirmed subsequently, subject to clearance from the Placement Office, about the Summer Internship undertaken by students based on the certificate and the formal feedback received. If the Summer Internship requirement is not fulfilled, the provisional registration will be cancelled.

The Summer Internship Project (SIP) presentation is a mandatory component of the MBA program and must be conducted at the beginning of Term IV. Evaluation of the presentation will be carried out by internal faculty members, and the assessment will be formally documented.

The outcome of the evaluation will result in a Pass or Fail grade. Although the SIP is a non-credit course and does not contribute to the total academic credit requirements, obtaining a Pass grade in the SIP is a compulsory requirement for the award of the MBA degree.

MBA CURRICULUM – SECOND YEAR

The Second year of the programme will begin from the second week of June. During this year, elective courses are offered from multiple areas, i.e. Finance & Accounting, General Management & Economics, Information System Management, Marketing, OB and HR, Operations Management, & Strategy, spread over the IVth, Vth and VIth terms. The final decision of the specific set of elective courses to be offered in each term rests with the PGP Executive Committee of IIM Sambalpur. The Committee normally takes this decision based on recommendations of the Area Chair in the Institute. The tentative list of area-wise electives to be offered during the second academic year is placed in **Appendix VI**.

Credit Requirement in the Second Year:

In the second year of the programme, each student must earn a minimum of 48 credits through the courses offered. The Term-wise as well as overall minimum and maximum credit requirement is given in the table below. Students must ensure that they have earned an overall 48 Credits for being eligible to graduate.

Second Year Credit Requirements

| Term | Minimum Credit | Maximum Credit |
|--------------|----------------|----------------|
| IV | 18 | 21 |
| V | 18 | 21 |
| VI | 12 | 12 |
| Total | 48 | 54 |

AUDIT COURSES AND RULES

Apart from selecting the Elective courses, a student is given an option to study a course of their interest as an Audit course. However, approval of such an Audit course is subject to the discretion of the concerned faculty member. The total number of candidates permitted to audit any course may vary, but not more than 10 per cent of the actual course subscription.

Students are to abide by the following rules to audit any elective course:

- A student would be permitted to audit a maximum of one course per term.
- PGP Office will inform students about the option of Audit courses being offered before the beginning of each Term. Students willing to audit any course should apply to the PGP Office within 07 days from the date of intimation from the PGP Office.
- 80% attendance is mandatory for the Audit course.
- Students are required to appear for all the exams/quizzes, or any other evaluation method conducted in the course, as per the discretion of the concerned faculty member.
- For the audited course to be reflected in the final Transcript, a student must ensure a minimum of a C Grade in the said course. Such students shall be awarded a PASS, and the same will be reflected in the Grade Sheet.
- Approval for auditing a course will be granted to a student based on various factors like approval by the respective course instructor, total number of students who have already opted for the course as Electives, classroom size/facilities, 1st year CGPA of the student, no past administrative/disciplinary should have been taken against the student and at least 80% average attendance records of the student, etc.
- Issue of book/study materials to students opting for the audit course will be at the discretion of the Chairperson, PGP / PGP Office.
- Students will not be able to opt out of the audit courses after the subscription/term starts.
- In the Event of Audit Courses being dropped after subscription/ Term starts, then a monetary penalty of Rs. 20,000 will be imposed regardless of the reason for the audit course drop.
- The optimum limit for the course is 140 students. Once this upper limit is reached, no more students will be allowed to opt for audit.

Chapter 4

ATTENDANCE AND EVALUATION SYSTEM

4.1 RULES FOR ATTENDANCE, GRADE-CUT & SPECIAL LEAVES

Attendance for classes

IIM Sambalpur insists on regular and prompt attendance in classes. Attendance will be taken by the instructor directly and the students should be attentive at the time of attendance to get their presence recorded in the Attendance Register. Any unauthorised absence from class or the Institute will be considered a breach of discipline, and the Institute will be free to take appropriate administrative action. In severe cases, the Institute can act up to the extent of rustication from the Programme and from the Institute.

Attendance for Workshop/Seminar/Guest Lecture/Industry Talk/Training etc.

IIM Sambalpur organises various workshops, seminars, guest lectures, industry talks, etc., during the academic year. 100% attendance is mandatory for all students in such programs. In case of any pre-occupied official commitments, the student must inform their respective programme coordinators and the PGP office along with proper relevant proof and take prior permission.

Grade-cut

Each student is expected to attend a minimum of 80% of classes in each course, failing which they will receive a grade cut as per the rules mentioned in the following table. They are advised to use their 20% attendance relaxation judiciously to avoid a grade cut in a course. Students may be granted special leave (SLs) for any unforeseen circumstances, critical medical reasons, pre-approved placement activities, or any institution-building activities, subject to the approval of the PGP Executive Committee. The Committee holds the right to refuse to grant the SLs to any student. The detailed terms and conditions for availing SLs are mentioned in the next section. **Students with less than 50% attendance in any course for whatever reason will be awarded an 'F' grade.**

| Attendance of Student | Grade-cut Penalty |
|---|--|
| More than or equal to 70% but less than 80% | One grade drop (e.g. from A+ to A) |
| More than or equal to 60% but less than 70% | Two grade drops (e.g. from A+ to A-) |
| More than or equal to 50% but less than 60% | Three grade drops (e.g. from A+ to B+) |
| Less than 50% | F grade will be awarded |

If a student gets a 'D' grade in a particular course and gets a grade drop due to attendance shortage, the 'D' grade will become an 'F' grade. In the case of non-credit courses, which have only Pass/Fail grades, grade-cut converts a Pass grade into a Fail grade. In such cases, students need to pass the non-credit courses with the next batch to get the MBA Degree.

Special Leave Rules (SL)

(You are required to appeal to the PGP Office for special leave using the prescribed form)

- An additional 10% of special leave (SL) with respect to the total sessions in a course may be granted in exceptional circumstances such as critical medical emergencies (e.g., surgery or hospitalization), official institutional activities (e.g., placement or administrative duties), or the death of an immediate family member (parents, siblings, spouse, or wards).
- These special leaves will only be granted if the student has not already utilised the standard 20% of allowed leaves for that course.
- In case of medical emergencies, the student, their guardian, or the Student Academic Committee must immediately inform the PGP Office. Upon rejoining the programme, the student must submit all original and latest medical documents, including all relevant details, duly verified by the Institute Doctor, within 7 days.
- Students are required to submit a Medical Fitness Certificate issued or countersigned by the authorised Institute Doctor of IIM Sambalpur. The Institute reserves the right to verify all submitted medical documents or credentials.
- The PGP Executive Committee holds the sole authority to approve or reject the request for special leave. Its decision will be final and binding, and no further appeals or representations will be entertained.
- In the event of the death of an immediate family member, students must submit a leave application and a self-attested copy of the death certificate issued by a recognized authority such as a registered medical practitioner, counselor, Gram Pradhan, or Sarpanch etc. A maximum of 5 days of leave (adding personal & special leave) may be granted in such cases, and the leave must be utilised within 15 days from the date of death.
- Regardless of the approval status of the SL, if a quiz, assignment, project submission, or exam falls during the leave period, it will be entirely up to the respective faculty to decide whether a re-quiz/test or any form of extrapolation will be permitted.
- The approved leave duration includes all days, including Saturdays, Sundays, and holidays. Students must maintain a minimum of 50% attendance in a course to be eligible to appear for the examination.
- All leave requests must be accompanied by proper documentation and are subject to review by the PGP Executive Committee, which retains full rights to deny any leave requests.
- This policy is subject to modification at any time at the discretion of the PGP Executive Committee.
- In urgent cases such as medical emergencies or the death of an immediate family member, students may initially obtain verbal approval from the Chairperson, PGP, or the PGP Office. However, they are required to send an official email along with all relevant supporting documents within 07 days of joining the classes and complete all formalities upon return.

The student's leave application is attached as [Appendix-VII](#)

ACADEMIC PERFORMANCE EVALUATION SYSTEM (GRADING NORMS)

The following are the guidelines for the academic performance evaluation system:

Evaluation Pattern :

The evaluation of academic performance is based on varying combinations of the following components:

I) For a Full Credit Course (3 Credit):

A minimum of **four evaluation components** must be included, with **Mid-Term and End-Term examinations being mandatory**. The remaining components can be selected from the following options:

- a) Project Work/Assignment
- b) Term Paper
- c) Quiz
- d) Class Participation
- e) Case Discussion/Presentation

II) For a Half - Credit Course (1.5 Credit):

A minimum of **three evaluation components** must be included, with **End-Term examinations being mandatory**. The remaining components can be selected from the following options:

- a) Project Work/Assignment
- b) Term Paper
- c) Quiz
- d) Class Participation
- e) Case Discussion/Presentation

It is to be noted that the evaluation components comprise of individual and group assessments.

For core courses, the MID & END terms are compulsory. However, for elective courses, the Mid-Term is optional as per the discretion of the instructor. END Term is Compulsory for all the courses.

Letter Grades:

A ten-point grading scale with corresponding letter grades as follows will be used for assigning a relative grade for each course. However, the Grade Point for students securing marks between two letter grade boundaries will be computed on a pro-rata basis.

| Letter Grade | Grade Point |
|--------------|-------------|
| A+ | 10 |
| A | 9 |
| A- | 8 |
| B+ | 7 |
| B | 6 |
| B- | 5 |
| C+ | 4 |
| C | 3 |
| C- | 2 |
| D | 1 |
| F | 0 |
| I | Incomplete* |

(*Absent in Mid Term / End Term Exam)

A relative grading pattern, as mentioned, is followed for evaluating the student's performance. In case, there is a major deviation from the desired grading pattern to the tune of around 20% (of the boundaries of the desired percentage) for a particular course, then, a Moderation Committee consisting of the Dean Academics, the Chairperson PGP, the Concerned Course Faculty, the Administrative Officer (Academics) and the individuals coordinating the respective programme will moderate and decide the final grade of the said course.

The Term Grade Point Average (TGPA) will be calculated by computing the sum of grade points in respective courses multiplied by their respective credits and dividing it by the total credits for all courses in the term. Similarly, the Cumulative Grade Point Average (CGPA) will be calculated at the end of each term as a composite index of the academic performance of the student up to that term in the Programme. Therefore, it means that TGPA is an indicator of student performance for a term, whereas CGPA is an indicator of student performance up to a term.

FC GRADE (FAILED DUE TO CHEATING)

Policy on "Failed Due to Cheating (FC)"

1. Overview:

A student found guilty of cheating in any form during examinations (MID / END Term) will be awarded an F grade in the respective course, and the notation "FC" (Fail due to Cheating) will be mentioned on the transcript for that course.

2. Applicability:

- The "FC" grade may be awarded in both Mid-Term and End-Term examinations.
- This policy applies to all students across academic programs, undergraduate, postgraduate, executive degree and doctoral programs.

3. Definition of Cheating (FC):

Cheating includes but is not limited to the following acts:

- Possession or use of unauthorised material (e.g., notes, mobile phones, smart watch, books, reference materials, etc).
- Talking to other students during the examination.
- Disrupting the examination environment.
- Writing notes on body parts or clothing.
- Using any non-permissible handwritten or printed material.

4. Procedure for Booking a Case Under FC:

- The invigilator must submit a detailed written statement describing the incident, along with proof (e.g., photographs, confiscated materials).
- A declaration must be obtained from the student involved.
- All evidence and documentation will be submitted to the Examination Office, which will serve as the custodian of records.
- The Examination Office will verify the cheating material with the concerned course instructor to confirm its relevance.

5. FC Committee:

The FC Committee will review each case and determine appropriate action. The committee comprises:

- Dean (Academics) – Chair
- Dean (Accreditation and Ranking)
- Program Chair
- Administrative Officer (Academics)
- Representative from the Examination Office
- Invigilator who reported the case (Special Invitee)

6. Decision of the FC Committee:

- The committee must review and finalise the decision within 7 days of receiving the case from the Examination Office.
- First Instance: If a student is found guilty of cheating for the first time, they will receive an F grade in the course and the "FC" notation will be added to their transcript.
- Second Instance: If the same student is found guilty of cheating again, they will be terminated from the academic program.

7. Appeals Process:

- A student may submit an appeal against the FC decision to the Director within 7 days of the decision being communicated.
- The Director has the authority to review, uphold, or revoke the decision.
- The Director's decision is final and binding on the student, the FC Committee, the Examination Office, and the concerned program office.

COMMUNICATION OF GRADES AND RE-EVALUATION/ REVISION OF MARKS

Students will be informed of their respective scores in the individual component and out of 100 in a course by the course instructor from time to time. A student who desires any clarification, checking of answer sheets, re-evaluation, change in awarded marks/score, etc., may discuss the matter with the concerned faculty within 48 hours from the date and time of receiving the marks, and the matter may be finalised at the course instructor level itself. After finalisation, the course instructor will share the final score/grade with the PGP office at the earliest, but not later than 30 days from the date of receipt of the answer sheet. PGP Office will then communicate to the students their final letter grades in various courses, along with TGPA and CGPA. After finalisation of results, students should not reach out to the course faculty for re-evaluation/upgradation of marks or should not indulge in any sort of influence/canvassing, etc. Such acts would be considered academic indiscipline and would be dealt with seriously, leading to disciplinary actions and penalties.

The Institute may counsel or ask a student to withdraw from the programme at any time if the academic progress of the student is extremely poor or his/her conduct is detrimental to the education process of the Institute. When the student is required to leave the Institute, he/she may appeal to the Director in writing, through the Academic Council, for a review of his/her case. The Director's decision in this matter will be final.

MISSED EXAMINATION

If a student has missed his/her Mid-term / End-term examination due to major accident / critical surgery or prolonged treatment/hospitalization of self or any immediate family members or death of any immediate family member and prior leave was granted to the student on such grounds, a missed-examination for such courses shall be conducted subject to the approval of the PGP Executive Committee. The Committee will decide and approve all such cases on a case-by-case basis at the end of the term, and the PGP Office will inform the students to appear for the missed examination on a scheduled date and time.

Hospitalization Means :

- Hospital stay at least for 8 hours,
- Any procedure/ surgery/ overnight confinement in a medical centre,
- Any accident which leads to injury/ fracture, etc.
- Contagious communicable diseases.
- Any other medical condition as recommended by the Medical Officer of the Institute.

If the reason for absence for Mid/End Term examination does not come under the above-mentioned cases, a loss of one (01) grade cut will be imposed after the missed examination result. The other reasons can be the following:

- Appearing for other examinations and certifications, viz, CA, CS, ICWA, CFA, FRM, SSB/UPSC/SSC interview or any other exams as acknowledged by the PGP Executive Committee on case-to-case basis.

- Scholarship interviews/Exams – if reported well in advance to the PGP Office.

The missed examinations for other reasons would be permitted subject to payment of a prescribed fee, which is Rs. 5000/- per course. The student would have to deposit the prescribed fee in the Accounts Dept and submit a copy of the payment receipt along with the application for missed examination to the PGP Office. The application form for missed examination is placed as **Appendix-IX**.

The prescribed fee would be waived off in cases of self/immediate family member hospitalisation or death cases of immediate family members, as defined above.

If the student is still unable to appear for the missed examination on the declared date and time, he/she will receive 'zero' in the missed examination component, and no further appeals by the student will be entertained.

DEFICIT CREDIT POINTS (DCPs)

CGPA and the number of Academic DCPs will form the basis for determining if a student has become eligible for:

- Promotion from the first to the second year, and
- Award of IIM-Sambalpur Degree of Master of Business Administration at the end of the Programme.

Academic Deficit Credit Point

If the overall performance of a student is less than 'C Minus (C-)' in any course, the student will obtain either a 'D' or 'F' letter grade.

If the student has 'D' grade, he/she will carry Academic Deficit Credit Point as follows: -

For a 1.5 credit course:– 01 DCP

For a 3 credit course: – 02 DCPs

If the student has 'F' grade, he/she will carry Academic Deficit Credit Point as follows: -

For a 1.5 credit course:– 02 DCPs

For a 3 credit course:– 04 DCPs

PROMOTION AND GRADUATION

Criteria for promotion to the 2nd Year

A student is eligible for promotion to the 2nd year provided the following criteria are maintained:

- Should have a CGPA of at least 03.50 in the 1st year.
- Should not have more than 08 DCPs in the 1st year.
- Should not have any outstanding financial liabilities with the institute.

Students who obtain more than 08 DCPs will be required to leave the programme or repeat the 1st year with the next batch without being promoted to the 2nd year. For repeating the 1st year with the next batch, the non-promoted students will be required to appeal to the Director, IIM Sambalpur, through the Academic Council for granting approval. In case of approval granted, the student will have to repeat the entire year and pay the fees equivalent to the next batch. This may include the enhanced fee structure as well. All the terms and conditions of the next batch will be applicable to the non-promoted students.

Criteria for award of MBA Degree

A student will be eligible for the award of a master's degree only if the following criteria are met at the end of the final year:

- **Should have a CGPA of at least 03.50 after completing all 6 terms.**
- **Should not have more than 08 DCPs in the 2nd year.**
- **Should not accumulate more than a total of 12 DCPs in the entire two years (1st and 2nd year DCPs combined).**
- **Should not have any outstanding financial liabilities with the institute.**

Students who obtain more than 08 DCPs in the 2nd year or 12 DCPs in the entire two years will be required to leave the programme or repeat the 2nd year with the next batch to receive the final Degree. For repeating the 2nd year with the next batch, the failed students will be required to appeal to the Director, IIM Sambalpur, through the Academic Council for granting approval. In case of approval granted, the student will have to repeat the entire year and pay the fees equivalent to the next batch. This may include the enhanced fee structure as well. All the terms and conditions of the next batch will be applicable to the failed students.

After the declaration of final results, requests or appeals from students would not be entertained for review or improvement of marks/grades or waiver of attendance grade-cut, just for the purpose of improving TGPA/CGPA, so as to get promoted to the 2nd year or get the final MBA Degree. However, under exceptional circumstances, the Academic Council may review any representation on case-to-case basis and decide accordingly.

A student who has completed in all respects at least one Term in the Programme and who anticipates a failure to meet the aforesaid criteria in the on-going Term, can at any point of time during the academic year may appeal to the Director through the Academic Council for permitting to repeat the first/second year (as applicable) with the next batch. However, actual grant of appeal for repeating the year by the Director would be subject to the assessment of the suitability of the student to repeat the programme in terms of academic and other relevant considerations, including disciplinary issues. In case of approval granted, the student will have to repeat the entire year and pay the fees equivalent to the next batch. This may include the enhanced fee structure as well. All the terms and conditions of the next batch will be applicable to the failed students.

Repeat option, under any circumstances, will be available to a student only once in the entire programme; that is, under any circumstances, a student will not be permitted to repeat the second year if she/he has already repeated the first year. Similarly, no student will be allowed to repeat any year of the programme more than once under any circumstances.

ONLINE FEEDBACK

To ensure continuous improvement in academic structure and course content, IIM Sambalpur has implemented a system of independent student feedback on course progress and instructor delivery.

- For 3-credit courses, feedback is collected twice:
 - Mid-Term (after the 10th session)
 - End-Term (after the final session)
- For 1.5-credit courses, only End-Term feedback is taken after the last session.

The entire feedback process is conducted online, and the **feedback window remains open for 48 hours following the announcement.**

Student feedback will remain confidential and accessible only to authorised personnel/competent authority, ensuring a secure process for sharing opinions. All students must provide honest, constructive, and objective feedback on course instructors, as it is essential for improving teaching, course content, and the overall academic experience.

The participation in the feedback session is compulsory for each student.

If, for some compelling reasons, a student is unable to provide feedback, he/she must inform the reasons to PGP Office over email and coordinate for fixing the same the very next day of providing the online feedback for all the missed courses. However, a student who misses the initial feedback submission may be granted one opportunity to submit it, subject to approval from the Chairperson of PGP in consultation with the Administrative Officer (Academics). This must be completed within three days after evaluating the reason for missing the original session. This opportunity is not a matter of right and is granted at the discretion of the authorities.

Students will be intimated by the PGP Office once the feedback portal is open for a course. If the student fails to submit the feedback within the stipulated timeline provided by the PGP office, one grade cut will be imposed in the particular course. This grade cut is non-negotiable, and no exceptions will be made, regardless of the reasons for non-submission of the feedback. The policy is in place to ensure that all students actively participate in the feedback process, which is essential for the continuous improvement of the academic experience.

If the student still does not fill out the online feedback, he will be barred from appearing in the mid-term/end-term exam (as applicable) for the said course.

The ultimate responsibility to complete the feedback for each course (including non-credit and audit courses) lies with the student, and therefore, they are advised to take the feedback exercise very seriously.

Role and Responsibilities of Student Academic Committee

The Academic Committee supports the Post Graduate Programme in Management under the guidance of the Chairperson (PGP) and Administrative Officer (Academics). It works to ensure academic priorities are clearly defined and aligned with the Institute's educational mission. Acting as a bridge between students, faculty, and the PGP Office, the Committee's primary role is to facilitate academic activities and communication among all stakeholders.

Key Responsibilities:

Assist the PGP Office in organising guest lectures, panel discussions, open houses, etc.

- Collaborate with top B-schools across India and batchmates to identify area-wise electives for the second year of the MBA program.
- Communicate timetable changes to all parties concerned.
- Distribute study materials and cases for relevant courses as suggested by the PGP Office.
- Support institutional activities such as Orientation Programme and Annual Convocation.
- Guide and counsel junior students in their academic efforts.
- Assist the Chairperson (PGP) in identifying academic or institutional concerns impacting academic effectiveness.
- Conduct an annual self-evaluation of the Committee's performance and compliance with this charter.
- Periodically assess the effectiveness of library resources and provide recommendations to the Library In-charge through the PGP Office.
- Maintain and regularly update a database of faculty and course curricula of top B-schools in coordination with the PGP Office.
- Support the Chairperson (PGP) and Administrative Officer (Academics) in monitoring compliance with rules in the PGP Handbook, in collaboration with class representatives.
- Inform the PGP Office to initiate disciplinary actions for non-compliance with the institute rules.
- Counsel students on class timings and report latecomers to the PGP Office for appropriate disciplinary action.
- Submit weekly reports on suggestions/feedback regarding attendance, classroom maintenance, or other academic issues.
- Ensure students adhere to the formal dress code during class hours.
- Assist in maintaining student discipline within the classroom.

Chapter 5

INTERNATIONAL PROGRAMMES

INTERNATIONAL STUDENT EXCHANGE PROGRAMME

Students have the opportunity to study at a reputed partner institution abroad during Term IV, V, or VI, subject to meeting the eligibility criteria and verification by the respective Chairpersons of the Office of International Relations (OIR) and PGP.

Eligibility

a) First-year PGP participants who are interested in the International Student Exchange Programme (ISEP) must register when the PGP Office/Office of International Relations announces the date for registration.

b) PGP first year or Term 1 CGPA/Composite Score of Weightage criteria as decided by the PGP Office will be communicated to the participants before the selection process.

c) Repeaters, participants who have taken a break from the programme and re-joined are not eligible to participate in the ISEP.

d) Participants with any of the disciplinary issues, viz. any misconduct/malpractice in examination/ assignment, academic indiscipline, violation of rules, ragging, consumption/possession of banned substances, etc, where Disciplinary Committee imposed any one or more of the following penalties during their course of study at the Institute are not allowed to participate in ISEP:-

- Suspension from the classes or the hostel for a specific period,
- Awarding a "Fail" grade in the course concerned,
- Repeating a course/term/year,
- Suspension, made ineligible for scholarships or participation in management festivals
- Debarred from placement activities,
- Any other disciplinary action, as decided by the PGP Office or any Institutional Committee of IIM Sambalpur.

e) Participants opting for ISEP must possess a passport valid for at least a year from the time of commencement of the exchange term. A copy of the same must be submitted during the selection process. Failure to do so will lead to cancellation of the application.

f) A voluntary disclosure will be obtained from the participants along with the ISEP application. Before confirming the nomination, the Office of International Relations will obtain clearance from the PGP Office. In case false/suppressed disclosures are found later on, the participant will be ineligible subsequently and will not be permitted to participate in the exchange programme. In that case, an appropriate penalty will be imposed.

Allocation

a) Allocation of ISEP will be done through a process of selection, which will include recommendations from OIR Committee (selection based on CGPA and grades), OIR Council (selection based on interview), and PGP Office for generating the final list of selected candidates.

- b) The selection process will be handled by the ISEP/IR Committee, and the result will be submitted to the PGP Office for its approval.
- c) Once a participant has been allotted a seat, he/she will not be allowed to change his/her allotment.
- d) If the candidate does not get into a school/university after deferring the allocated university, he/she is not eligible for the previous university.
- e) In the event of new school/university seats being added to our partner network, subsequent rounds of the selection process will be conducted. There will be no revision of allocations for those who have taken up seats in the first round of the selection process. Fresh applications will be opened for the rest of the batch as well, for the subsequent rounds of the selection process. Those who have not been allotted seats in the first round may also apply for subsequent rounds.
- f) In case seats allotted during the first round of the selection process are vacated, those seats will be opened again for re-allotment. Participants who are not allocated seats during the initial selection process are eligible to reapply. Reallocation of already allotted seats will not be entertained; no upgrade will be possible.
- g) In case a participant/student opts out of the exchange programme for any reason, a fine will be imposed as stipulated and recommended by the IR Office and shall be approved by the PGP Office. An advancement amount can be kept as an OIR caution amount.
- h) IIM Sambalpur will not be responsible for the loss incurred in connection with the cancellation of the ticket/ visa or any other expenses in case of withdrawal from ISEP.
- i) Before leaving for ISEP, the participants must check their credit requirement for PGP/ISEP from the PGP Office. They should subscribe a required number of post-graduate level credits at the exchange university. Undergraduate-level courses at the exchange university will not be considered.
- j) Credits at the exchange university will be counted as per the in-class hours as PGP conversion rule. Non-contact hours will not be considered for credit requirements. Languages/ music/ non-management courses allowed will be considered only as workshop courses. Participants are required to finalise the courses well in advance, taking into account their minimum credit requirement to obtain the approval of the PGP Office.
- k) The participants cannot take similar/same course(s) at the exchange university that they have already attended at the Institute, IIM Sambalpur. In case of doubt on the course title/content, clarification from the Chair PGP, IR Chair, PGP Office or from the faculty may be obtained in written form before finalisation of the programme.
- l) If the exchange university is not offering the required credits as per the PGP requirements and/or the participant could not subscribe to the required credits, the participants have to subscribe to the required course credits in the next term at the Exchange University or IIM Sambalpur. Participant will not be permitted to take courses in both places in one term.
- m) Learning agreement is not validated, and the credit will not be counted in the case of not obtaining the prior approval of the credits at the exchange university. The participants should submit a copy of the approved course list to the PGP Office. In case of changes in credit/courses at a later stage at the partner university, approval of the PGP Office must be taken, and a copy of the approved course list must be submitted.
- n) Participants will not be permitted to compensate for or replace any courses that they failed (got "Fail") in ISEP during the exchange programme in the same academic year at PGP.

- o) CGPA earned during ISEP will not be considered for the final CGPA calculation.
- p) The CGPA earned in IIM Sambalpur only will be counted to decide gold medals/scholarships or any other academic award. However, a participant obtaining a 'Fail' grade in any course during the exchange programme will not be eligible for gold medals/scholarships/awards.
- q) IIM Sambalpur is not responsible for any consequences due to the cancellation of any application at Exchange University for any reason.
- r) Any communication from the partner institution with regard to non-compliance with their regulations and indiscipline will be viewed with utmost seriousness, and strict disciplinary action will be initiated against the participant.
- s) Participants in ISEP must complete all sessions/quizzes/examinations before departure from the exchange university. Participants are not allowed to request remote exams directly from the partner university. The request should go through the PGP Office.
- t) Attendance requirements of the host university (if any) would have to be followed.
- u) Convocation of Participants, who attended the Exchange programme, will be held only after receipt of grades from the University. Normally, it is expected that all participants in the sixth term exchange program will graduate together with the regular batch, as long as the university where they completed their trimester exchange has submitted their grade report. If there is a delay in receiving grade reports from the university where the participant completed their trimester exchange, the participant will be called to attend a ceremony in the subsequent academic year.
- v) Students participating in exchange programmes will be eligible for a refund of mess fees. However, if they do not vacate their hostel rooms by the stipulated dates, accommodation charges will be levied on a pro-rata basis.
- w) Hostel and mess fees will be refunded on a pro-rata basis if a student participates in an exchange program during Term VI, has no plans to return to IIM Sambalpur, permanently vacates the hostel, and officially hands over to the hostel authority. The refund request will be reviewed by the PGP Executive Committee and may be approved on a case-by-case basis. No hostel fee refund will be granted for exchange programs undertaken during any term other than Term VI.

The Institute will not be responsible for any delay in the submission of grades by the Exchange University.

- i) A Provisional degree will be issued to participants after the receipt of transcripts from all Host Universities and is subject to meeting the credit requirements at IIM Sambalpur.
- ii) Participants should keep in mind that there are delays from the host university's side in processing transcripts. They must not exert undue pressure on the PGP Office to issue degree certificates complying with the requirements, citing job joining requirements.
- iii) Caution deposit for all exchange participants will be processed as a single batch and not as and when transcripts and clearances are received from the Host University.
- iv) The term beginning and end dates might overlap with the schedule of placements. Participants must adhere to the rules and requirements of the host University for any Concession on the joining or relieving dates. The PGP, ISEP, or Placement Office will not intervene for any concession on the dates.
- v) If participants miss any opportunity to participate in the lateral or final placements due to delayed return from the exchange, it will be solely their own responsibility.
- vi) Participants leaving for Term VI exchange must sign a partial or full opt-out form from the Placements Office before leaving for the student exchange. While away from the Sambalpur campus, their placement opportunities would be limited and discretionary to the placement office.
- vii) Participants will be required to vacate their hostel rooms by a stipulated date as desired by IIM Sambalpur authorities. Any participant staying beyond this date would be required to pay applicable hostel charges.

viii) Participants should take PGP clearance before they leave for ISEP.

ix) Students who participated in an exchange program at a foreign university must submit their final grades and course completion certificates. Their names will be included in the convocation list only if their results are declared by the time the PGP Office releases the Term VI results.

x) All submitted grades and transcripts are subject to verification and approval by the PGP Chair. If the exchange university delays the release of results, students will be issued a provisional degree certificate, and their final degree will be awarded at the next convocation.

Note: The IR Policy / part of the policy is subjected to change / update with the approval of PGP Chair / IR Chair.

Grade Conversion

a) Credits covered outside IIM Sambalpur (courses approved by the PGP Committee, IIM SBP) will be transferred on an hourly basis, as shown below:

Classroom hours: Full course at IIM SBP, Full course at IIM Sambalpur

Full Course at other B-School

Conversion formula: 1.5 credit = 15 hours

b) Credit Requirement: The participant under ISEP will balance their remaining credit load in IVth and VIth terms, and if the credit load comes in decimal point (e.g. 49.2), then the participant will take additional credit load to cover at least the minimum required credit load as per the requirement of the programme. The grading system at the exchange institute will be the criterion for passing or failing in that term.

Attendance

Participants going on the exchange programme are required to attend at least 80 % of the classes at the host institute. Participants will receive a certificate of attendance from the host business school.

Act as Ambassadors of the Institute

It is imperative that participants going on the exchange programme act as ambassadors of the Institute (IIM SBP). They must conduct themselves in a responsible and dignified manner while studying at the university abroad.

Incorporation of Grades

Grades earned at other B-Schools during the exchange programme will not be incorporated in the second year/-final grade sheet and will be mentioned separately. The CGPA earned in IIM Sambalpur only will be counted to decide gold medals/scholarships or any other academic award. However, a participant obtaining an 'F' grade in any course during the exchange programme will not be eligible for gold medals/scholarships.

DUAL DEGREE FROM INTERNATIONAL UNIVERSITIES

The students would have the option to go for the Dual Degree programme offered by the partner International Institutes during the 2nd year of the programme. An additional cost for the international tuition fee, cost of travel and meals, etc., would be borne by the student. The complete details can be obtained from the Institute's Office of International Relations.

Special Leaves (SLs) Rules for Office of International Relations Activities (OIR)

- In addition to the SLs Rules applicable to Students' Affairs and Placement-Related Activities, students involved in any international activity organised by the Office of International Relations (OIR) are entitled to special leaves, subject to approval from both the Chairperson of OIR and the Chairperson of PGP. Under no circumstances can the attendance waiver exceed 40% of the course attendance.
- Students participating in the International Immersion Programme are allowed a maximum of 8 SLs (including 1 SL for visa application) for a 3-credit course and a maximum of 4 SLs (including 1 SL for visa application) for a 1.5-credit course.
- For those participating in the International Student Exchange Programme, a maximum of 2 SLs (1 for visa application, 1 for attending an interview, if applicable) is allowed, subject to the approval and recommendation of the OIR, and to be managed within 4 personal leaves maintaining 80% attendance in the course.

- Students requesting SLs must send their requests to the PGP Office through the OIR, with prior approvals from the Chairperson OIR and Chairperson PGP, along with the necessary proof of participation. It is important to note that students must maintain a minimum attendance of 60% to be eligible to sit for the final exams. Failure to meet this requirement will result in a grade reduction, as per the MBA ordinance.
- In the case of Consecutive Classes in some courses by Visiting Faculties scheduled during the period of Immersion Programme, the attendance missed during that period shall be considered up to a maximum attendance waiver of 50% (applicable to Second Year Students only), subject to approval from both PGP Executive Committee and OIR Committee.
- In exceptional cases of serious medical conditions, additional leaves may be granted upon submission of appropriate medical documentation and approval from the competent authority, provided that a minimum attendance of 50% shall be maintained to appear for the examination.
- At the end of the immersion program, each student must submit a report to the OIR office about the experiences and lessons they learned during their visit. Failure to submit the report by the due date specified by OIR shall demonstrate non-compliance with the aforementioned clauses. In such cases, all available benefits will be null and void.
- Please note: Selection to both the Immersion Program and the Student Exchange Program will be based on Academic Merit, specifically performance in the MBA program's trimesters. All students participating in these international immersion/exchange programs must obtain prior approval at least 10 weeks before the planned visit.
- These requests shall be reviewed jointly by the PGP Executive Committee and the OIR Faculty Committee to ensure that the academic deliverables of visiting students and the MBA program are not compromised. The committees will assess the suitability of the nominated students for the exchange/immersion program, and the decision to participate shall take place 6 weeks prior to the scheduled visit to the immersion/exchange programs.

Chapter 6

ACADEMIC ADMINISTRATION

AWARD OF GOLD MEDALS

The following medals are awarded to the successful students based on the criteria mentioned against each:

- *Chairman's Gold Medal for Best Scholastic Performance* is awarded to the graduating student who ranks first in Scholastic Performance based on the highest CGPA.
- *Director's Gold Medal for Scholastic Performance Rank 2* is awarded to the graduating student who ranks second in Scholastic Performance based on the second highest CGPA.
- *IIM Sambalpur Gold Medal for Best All Round Performance* is awarded to the graduating student based on best all-round performance in Academics, Extra Curricular Activities and Contribution towards Institution building as decided by the Academic Council through the PGP Executive Committee of IIM Sambalpur.
- *Institute of Company Secretaries of India (ICSI) Signature Award Medal* to the graduating student who ranks first in Scholastic Performance based on the highest CGPA. The ICSI Signature Award is subject to the MoU being in force with ICSI.

ISSUE OF DUPLICATE TRANSCRIPT / DEGREE CERTIFICATE

The Institute will issue a duplicate Transcript / Degree only in cases where the original has been lost or damaged. In case of loss of the original Transcript / Degree, the student shall have to furnish an affidavit and a copy of the FIR reporting that the original Transcript / Degree has been lost. In case of a damaged Transcript / Degree, the student will have to return the damaged Transcript / Degree to IIM Sambalpur.

An amount of ₹5000/- will be charged for the issue of a duplicate Transcript / Degree. The bank details of IIM Sambalpur for transferring the amount would be provided by the PGP office to the student once they inform the PGP office about the loss/damage of the duplicate Transcript / Degree certificate.

In order to seek a duplicate Transcript / Degree, the student shall also have to furnish the following documents to the PGP Office:

- An application or email for the issue of a duplicate Transcript / Degree certificate stating reasons, along with supporting documents and an affidavit.
- A passport-size photograph of yourself.
- A copy of the original Transcript / Degree of MBA issued by IIM Sambalpur.
- A copy of the current ID proof of the student.
- A copy of the address proof of the student, where the original Transcript / Degree certificate is to be dispatched.
- Transaction details of Rs. 5000/-.
- Original Transcript / Degree Certificate (in case of damage).

All Certificate/Degree attestation:

- Students are required to pay a fee of Rs. 3,000 for transcript verification, which includes the costs of attestation and postal services required.

The Chairman BOG, Director, Dean Academics, Chairperson PGP and Administrative Officer (Academics) as on the current date will sign the duplicate Transcript / Degree Certificate (as applicable), and a "DUPLICATE" stamp will be endorsed on it.

ISSUE OF DUPLICATE IDENTITY CARD

In case of lost identity cards, the duplicate cards will be issued on furnishing the following documents to the PGP Office:

- An application for the issue of a duplicate ID Card stating the reasons.
- A copy of the GD/FIR lodged at the relevant Police Station.
- A fine of Rs. 500/- is to be deposited in the Accounts Dept, and a copy of the payment receipt is to be attached with the application form.

In case of damaged identity cards, a fine of Rs. 200/- would be levied. The student will be required to deposit the fine in the Accounts Dept, and a copy of the payment receipt is to be attached with the application form.

Chapter 7

ACADEMIC DISCIPLINE

ACADEMIC DISCIPLINE & OFFENCE

- The Institute expects its participants to conform to strict norms of integrity, honesty and good conduct in all their dealings. It also expects the participants to abide by the rules of the Institute both in letter and spirit.
- Ragging of fresh participants by the senior participants, in whatever form, is strictly prohibited. As per Government norms and judicial directions, any incident of ragging will be viewed extremely seriously. The relevant Government Regulations on curbing the menace of ragging in higher educational institutions can be found on the internet.
- Marking proxy attendance for others or having attendance marked by others will attract severe punishment, leading to expulsion.
- Mobile phones, communication devices, cameras and audio-video gadgets (either switched on or off) are not allowed in the classrooms and during other academic activities such as examinations, quizzes, guest lectures, etc. The Institute will confiscate any such gadgets found.
- Cases of indiscipline or misconduct in classes, irresponsible behaviour inside or outside the classes, use of unethical practices during the summer placement or violation of the rules of the programme will be severely dealt with.
- Any form of dishonesty, including attempts to copy or help others copy in any manner, is strictly prohibited.
- Unless specified otherwise by the instructor, participants must not collaborate in any manner for the completion of home assignments and projects. All sources of information and ideas used for the completion of the assignments and projects must be explicitly acknowledged. In other words, the non-referenced part of the answer as presented to the instructor should be the independent work of the participant(s). Canvassing for grades is strictly prohibited.
- Instructors will be free to adopt any measure to penalise participants for breach of academic discipline. Any such Violations and measures taken by the instructors will be reported to the Chair PGP. Instructors may also choose to report the incident to the Chair PGP, recommending disciplinary action against the involved participant.
- In the event that a student fails to adhere to the expected standards of academic discipline or general conduct, a complaint may be lodged against the student(s) concerned. Such complaints will be investigated by the PGP Executive Committee, whose decision shall be considered final. However, if deemed necessary, the Committee may escalate the matter for review by the Academic Council and the competent authority.

Plagiarism: copying from a source without due acknowledgement in either presentation, quizzes, project submissions, etc., will result in a penalty. Only 20% of the Similarity Index is allowed. All the academic assignments of students given by faculty members must be accompanied by a Plagiarism Report. The Chair PGP will seek an explanation for the breach of discipline from the student(s). On obtaining the response from the involved student, the matter will be discussed in the PGP Executive Committee/Disciplinary Committee. The participant would be given an opportunity to explain his/her case before the Committee. The Committee may also call others to facilitate the inquiry. Notwithstanding the academic regulations mentioned above, the Chairperson PGP is empowered to refer to the PGP Executive Committee any deserving case for review. The PGP Executive Committee will review such cases and take appropriate decisions/actions. A participant, who is aggrieved by the penalty imposed by the PGP Executive Committee as mentioned above, has the right to appeal, within 3 days from the date of intimation of the penalty imposed, in writing to the Director, through the PGP Chairperson. The decision of the Director on such an appeal will be final.

General discipline inside the campus

Discipline

Any Act, behaviour or conduct on the part of a student adversely affecting the general discipline on the campus, vitiating thereby the academic atmosphere in the campus, such as inciting hostility, ill will, social disharmony amongst the students, indulging in vandalism or destruction of the institute's property, misbehaving with the faculty and staff members of Institute, being detrimental to the educational process of the Institute in any manner, or bringing disrepute to the Institute will be treated as Misconduct. Any unlawful act or indulgence in any act of public nuisance outside the institute will also be treated as Misconduct, besides allowing the law to take its course.

Without prejudice to the generality of the above, the following acts/behaviour/conduct will also be treated as misconduct:

- (1) Consuming alcohol, smoking, and consumption of other intoxicating or contraband substances inside the campus;
- (2) Willful disobedience of the rules/regulations/orders/instructions issued from time to time;
- (3) Breach of Hostel Rules; and
- (4) Cyber Crimes. Furthermore, mobile phones and recording equipment are strictly not allowed within the classroom, library, the computer centre, and various offices/places as the Institute may specify from time to time. While the use of laptops in the library is permitted, their use in classrooms shall be as per the directions of the specific instructor. Any form of Misconduct will be dealt with severely and may entail penalties ranging up to suspension or expulsion from the programme.

Anti-ragging

Ragging is a punishable offence. Ragging in any form, from verbal, non-verbal, mental to physical abuses, is strictly prohibited in IIM Sambalpur. Students, individually or in groups, if found involved in any form of ragging, will undergo a thorough investigation by the Anti-ragging Committee of the Institute or the Police. In case found guilty, he/she will receive severe punishments to the extent that they may be put behind bars. Hence, students, for the sake of their own careers and life, are advised to refrain from any such type of conduct.

It is mandatory for every student, across all programmes and academic years, to submit an online anti-ragging undertaking at www.antiragging.in.

Dress Code

In the academic premises, students shall appear only in formal or semi-formal attire. No student is permitted to enter any academic or administrative premises, including classrooms, library, computer Centre, faculty blocks or any offices, in informal or improper dress. Any violation of this norm will be considered as misconduct and dealt with accordingly.

Disciplinary Authority

All Academic grievances and disciplinary matters concerning students will be addressed by the Students' Grievance Committee, while Non-academic grievances and disciplinary actions will be handled by the Student Affairs Committee (SAC).

Norms of Communication

- **Classroom:** Class representatives (CRs) or any other representative of the student body or the student themselves may submit in writing to the PGP Office about their concerns.
- **Academic:** Students are advised to first contact the concerned faculty for any academic concerns. In case the concerns are not addressed, they are required to submit in writing to the PGP Office, and if the concerns are not addressed even after reporting the same to the PGP Office, it may be subsequently taken up with the Chairperson PGP, and thereafter to the Dean Academics further to the Director.

Students are advised to take note that the concerns shall be addressed within 30 days of reporting the same. Any violation of the above-mentioned protocols attracts stringent punishments, including barring from placement.

BREACH OF DISCIPLINE

Academic Malpractice

There are severe penalties for students found guilty of any kind of malpractice, either within the classroom or outside, in any part of the programme or a course. All instances of malpractices, including in assignments or examinations, of any magnitude, major or minor, will result in a penalty ranging from a **course grade of F at the minimum to expulsion from the programme**. Any case of repeat offence will attract a harsh penalty, which can be expulsion. Any deficiency in the classroom conduct, including lack of regularity and punctuality, and misbehaviour with the instructor, other students, Institute officers and staff, etc., will also attract severe penalties.

Categories (The breaches of discipline are categorised as Major, Intermediate and Minor. The appropriate disciplinary committee shall categorise the breach as Major, Intermediate or Minor on a case-to-case basis. Some of the Major breach of discipline is detailed in the table below.

| SI No. | Breach of Discipline | Categories |
|--------|---|--------------------|
| 1 | Any violation of any sort of the Indian Penal Code | Major |
| 2 | Academic Malpractice: Repeat Offence | Major |
| 3 | Ragging in any form | Major |
| 4 | Conducts that interfere with the operations of the Institute. Such conduct includes but are not limited to disruptions or obstructions of teaching, research, administration, or other IIM Sambalpur activities | Major |
| 5 | Participation in any act or threat, physical or mental, perpetrated for the purpose of submitting a student or any other person to physical pain or discomfort, indignity or humiliation | Major |
| 6 | Defacing or deliberately destroying or damaging any property, such as fire equipment of the Institute or of another person in the campus or connected with the Institute | Major |
| 7 | Unlawful assembly/participating in or promoting any disruptive activity or disrupting a lawful assembly on campus | Major |
| 8 | Possession of arms, explosives or any other weapon on campus, | Major |
| 9 | Manufacturing, possessing, selling, using or being party thereto of any illegal drugs | Major |
| 10 | Misbehaviour with security, housekeeping, officials, staff and faculty members | Major |
| 11 | Writing emails/Copying/ Forwarding without following the due process and unwarranted escalation <u>without following the grievance redressal mechanism*</u> . | Major |
| 12 | Writing to outside institutions, third parties / social media without proper authorisation/approval from the SAC Chair | Major |
| 13 | Escalation of matters without following due process and escalation outside the institute without exhausting internal mechanisms | Major |
| 14 | Misuse of the Institute letterhead and logo | Major |
| 15 | Public display of Affection / Obscenity and lewd acts | Major |
| 16 | Unauthorized absence | Major |
| 17 | Academic Malpractice: First Offence | Intermediate/Minor |
| 18 | Unauthorised possession of any property belonging to the Institute, Hostel or any individual. | Intermediate/Minor |
| 19 | Unauthorised access to any Institute, Hostel or personal premises | Intermediate/Minor |
| 20 | Fraudulent use of Student Identity Cards. | Intermediate/Minor |
| 21 | Refusal to present an identity card upon request by an authorised individual | Intermediate/Minor |
| 22 | Drinking or having in possession any alcoholic beverages on the campus | Intermediate/Minor |
| 23 | Making a false official statement to any Institute official, faculty or staff member | Intermediate/Minor |
| 24 | Other breaches of discipline | Intermediate/Minor |

PENALTIES

| Major | |
|---------------------|--|
| 1 | Expulsion: Separation of the student from the Institute, whereby the student is not eligible for readmission to the Institute |
| 2 | Dismissal: Separation of the student from the Institute for an indefinite period |
| 3 | Suspension: Separation of the student from the Institute for a definite period |
| 4 | Withholding the degree of the students for a definite period |
| 5 | Year Repeat with full fees |
| 6 | Term Repeat with full fees |
| 7 | Barring from Placement |
| 8 | Expulsion from the hostel residence facility for a definite period |
| Intermediate | |
| 1 | Conduct Probation: An official warning that the student's conduct is in violation of the Institute's regulations. This could be imposed for a varying period of time and could entail <ul style="list-style-type: none"> i) Ineligibility to hold office in the Institute. ii) Ineligibility to Alumni membership/ functionary of any IIM Sambalpur body iii) Ineligibility to represent the Institute in any function. iv) Ineligibility to receive an Institute-administered scholarship, grant or award |
| 2 | Public Apology: Tendering an apology to be displayed on all hostel and department notice boards |
| 3 | Fine: A monetary penalty for having indulged in a breach of conduct |
| 4 | Awarding an F in the Course |
| Minor | |
| 1 | Restrictions: The withdrawal of specified privileges for a definite period. This may include such conditions as a requirement to remain on campus or sign in at previously designated areas during a specified period of time, including holidays |
| 2 | Hostel Probation: An official notice by the hostel administration that the student's conduct is in violation of Hostel regulations and stringent disciplinary action may result if the student does not rectify the situation |
| 3 | Reprimand: A verbal or written admonition that puts on record any incident which reflects unfavourably on the student |
| 4 | Community Work as decided by the Disciplinary Committee |
| 5 | An apology: A written apology to the inferred party concerned, as decided by the PGP Executive Committee / Disciplinary Committee |

*Please note that failure to respond to official emails, ministry compliance, or other institutional instructions within the given deadline will attract a fine of Rs. 500 per day, starting from the next day of the deadline, including Saturday, Sundays and holidays.

Grievance redressal mechanism:

| | |
|---------------------|---------|
| PGP Office | 7 days |
| PGP Chair | 15 days |
| Competent Authority | 30 days |

EXAMINATION DISCIPLINE & RULES

To maintain due discipline and quality control, the following rules have been devised:

- **Identification of a Student:** Students are expected to carry the original ID Card issued by the PGP Office.
- **Entering and Leaving Halls:** Students are required to report for the examination 15 (fifteen) minutes before the commencement of the examination and occupy their seats at least five minutes before the examination starts. No student desirous of writing the examination shall be permitted to enter the hall after the commencement of examinations.
- **Student to occupy only allotted seat:** Student shall occupy their seats as per the seating plan and they are not allowed to leave their seats under any pretext during examination hours. However, candidates are permitted to attend nature calls except in the first 30 minutes and last 30 minutes.
- **Silence in Examination Hall:** Strict silence shall be maintained in the examination hall.
- **Use of and/or carrying mobile phone during the exam:** Use of and/or carrying mobile phone during the exam is STRICTLY PROHIBITED. If any student is found using and/or even carrying mobile phone (irrespective of switch-on/switch-off mode), disciplinary action will be taken for non-compliance of exam rules.
- **Writing Name and Roll Number:** Students are instructed to write their name and roll number on the title page of the Answer Book and not to write anywhere else. They are also instructed to write their name and register number on the question paper as well.
 - Students shall not indulge in any discussion in the examination hall. They are also not permitted to exchange any instruments or materials in the examination hall.
 - **Consultation during exam:** Students shall not consult with or seek clarifications from the invigilators or any staff member present in the hall on any aspect of the question paper. However, clarifications related to examination procedures or to printing or other errors in question papers can be sought from invigilators or staff, if it is essential.
 - **Completing answers within the given time:** Students are not allowed to write beyond the time prescribed.
 - **Handing Over of Answer Books:** The students are to ensure that the answer books are duly handed over to the invigilator after verifying that the name and the roll number are legibly written on the title page of the Answer Book. No loose sheets or papers shall be detached from the answer books by the candidates. At the expiry of examination time, the students may stand up at their places and then hand over the answer paper to the invigilator.
 - Detaching any part of the Answer Book and/or taking it away will be tantamount to malpractice.
 - Students are required to stop writing in the exam hall as and when the invigilator announces the same after the time is over. Those who continue writing their paper, his/her paper will not be accepted in any case. He/she will have to take permission from the Chairperson PGP for the submission.
 - The discretion of the invigilators in the exam hall pertaining to the discipline will be final and binding. Instructors/Invigilators have been authorised to disqualify any student who is found to violate any of these instructions or resort to any unfair means, and report to the PGP Office. Appropriate disciplinary action will be decided by the Chairperson PGP in consultation with the PGP Executive Committee.
 - Students will give due respect to the invigilators and allow them to fulfil their duties, failing which, strict disciplinary action will be initiated against the erring student(s). Unnecessary arguments with the invigilators and disobeying their instructions will be considered as indiscipline and strict actions will be taken in these cases.

PROCTORED EXAMINATION GUIDELINES FOR THE STUDENTS

Test environment

- No other person is allowed in the room while you are taking the proctored exam.
- The following items must not be on your desk or used during your proctored exams in the case of closed-book examination: Books, Calculators (if not permitted by the instructor), Textbooks, Notebooks. Phones, etc.

The use of a computer to take the test

- The computer being used to take the exam must not have more than one display or monitor. For example, if a student usually uses a laptop with a monitor connected, disconnect the monitor and use only the laptop screen.
- The student must close all other programs or windows on the testing computer before beginning the exam.
- The student must not use the following tools:
 - o Programs such as Excel, Word or PowerPoint, etc.
 - o Communication programs such as Skype, etc.
 - o Any website page other than the exam window.

Code of conduct during assessment

- Student must verify their identity using a photo ID that has their name and photo on the same side. Preferably the ID card issued by the Institute.
- Students must dress as if they were in a public setting.
- Students must not use headphones, ear buds, Bluetooth devices or any other type of listening equipment.
- Students must not communicate with any other person by any means.
- Students must not use a phone for any reason.
- Students must not leave the room during the exam for any reason, unless posted rules for the exam specifically permit them to do so.
- Students need to concentrate on their test screen only and do not look anywhere else during the entire test period.

Note: The entire conduct of a student will be captured by the systems during the entire duration of the exam, and violations of the code of conduct may adversely impact the result.

Consequences of violations of the code of conduct

If any student violates the online proctoring code of conduct, he/she shall be disqualified from the Term Examination of IIM Sambalpur and shall be liable for appropriate disciplinary action.

Chapter 8

OTHER RULES AND REGULATIONS

LIBRARY RULES

The IIM Sambalpur Learning Resource Centre (LRC), with its wide range of collection of knowledge resources and innovative information services, fills an essential requisite in the intellectual pursuits of students, faculty members and the surrounding community. IIM Sambalpur LRC, a hybrid Centre with state-of-the-art technological applications, holds knowledge resources predominantly related to management and allied subjects. The entire LRC collection of books, print journals/magazines, along with its wide range of e-collection including e-journals, e-books, online databases collection etc., are accessible through the Institute's network at

<http://www.iimsambalpur.ac.in/facilities/library/>.

LRC Objectives

The LRC is committed to offer a wide range of information services set to the highest professional standards with the following broad objectives in mind:

- To build a state-of-the-art knowledge resources centre for management and allied subjects.
- To build appropriate knowledge resources to meet the information needs of the academic community of the Institute; and
- To provide proactive and innovative reference services to the user community of the Institute.

Library Committee

The function of the Library Committee is to support the functioning of the library so that it can facilitate the library development plans by advocating the library development activities with the management. The purpose of the Library Committee is to act as a channel of communication and dialogue between the library and its users. The Committee's main objective is to aid in the establishment of a bridge between the library and the academic fraternity and the institute management. The Library Committee (LC) was constituted on 7th February 2024 with the approval of the Director.

The Library Committee consists of the following members of IIM Sambalpur:

- Prof. Ramkrushna Padhy, Chairperson, Library Committee
- Prof. Subrat Kumar Mitra, Member
- Chairperson PGP, Member
- Chairperson PhD, Member
- Dr. S. Kannan. Librarian, Member
- Mr. Anjar Jamal, Member
- Mr. Mohsin Raja, Member

Terms of Reference for Library Committee:

To provide general direction to the library.

- To review the functioning of the library with regards to its support to the academic programmes of the institute.
- To advise the management on matters of policy relating to the development of the library.
- To outline the library collection development policy as and when required, for its implementation.
- To monitor and evaluate, from time to time, trends and developments in information technologies, networking, library automation, library cooperation, etc., and to direct the library in their adoption.
- To suggest ways and means to generate revenue from library resources. •
- To formulate an action plan for the development of library infrastructure, facilities, products and services.

- Evaluate the suggestions made by the library users.
- To formulate the policy for library use and the procedure to be framed.
- To assist library in providing need-based information services.
- To review the requirements of the new programmes being introduced and advise library about financial assistance.
- Evaluating the books procurement, school-wise, and allocation of budget accordingly.
- Any other function as assigned by the Director.

Summary of Resources As of June 2025

- Databases – 38
- e-Journals – 17000+
- e-Books – 5000+
- Print Books – 2268
- Print Journals & Magazines – 102
- Newspapers (English and Odia) – 09

Services of the Learning Resource Centre

- Announcement of New Arrivals
- Circulation
- E-Resource/ Database Training Programmes
- News Clippings
- Online Catalogue (OPAC)
- Photocopy (on demand)
- Plagiarism Checking
- Reference Service
- Remote Access
- Research Assistance
- Resource Sharing- ILL (IIMs, IITs etc.)

Remote Access Facility

- All registered users can access LRC resources remotely through Remote Access:

<https://libraryiimsambalpur.remotexs.in/user/login>

- After registration, the LRC will email the login details.

Online Public Access Catalogue (OPAC)

- The Online Public Access Catalogue (OPAC) is the library's catalogue of books and other reading material that can be searched through the library portal. The library catalogue can be searched by author, title, publisher, keyword and year of publication.
- <http://223.31.121.29/Journals/Magazines/Newspapers>
- Faculty/Staff/Student of IIM Sambalpur may recommend the journal titles to LRC for procurement. LRC may prepare a consolidated list, which will be discussed at the library committee for approval and processing.

E-Resources

LRC subscribes the databases and e-journals for every calendar year starting from January to December. Currently, LRC has the following e-resources:

1. Ace Equity Nxt and Ace MF Nxt
2. APA PsycArticles
3. Capital IQ
4. CMIE – Commodities
5. CMIE Industry Outlook
6. CMIE Prowess IQ
7. CMIE - States of India
8. Crisil Research
9. DELNET
10. EBSCO
11. Economic and Political Weekly (ESS)
12. Emerald 312 Journals
13. EMIS (Emerging Markets Information System)
14. EPWRF India Time Series
15. ET Prime
16. Euromonitor International
17. Financial Times (FT.com)
18. Indiatat.com
19. Informa Archival Package
20. Institute for Studies in Industrial Development (ISID) Database
21. India Business Insight Database (IBID)
22. JSTOR
23. Marketline
24. MIMI (MICA Indian Marketing Intelligence)
25. Newspaper Direct (Press Reader)
26. ProQuest ABI Inform Complete
27. ProQuest Theses and Dissertations
28. Pubs Suit Package (16 Journals)
29. QuillBot Premium
30. Sage Journals Package
31. SCC Online
32. Science Direct
33. Scopus
34. Statista
35. South Asia Archive (SAA)
36. Taylor and Francis Journals
37. Wiley Online Journals
38. World e-Book Library (WeL)

List of Software available

- SPSS
- Bloomberg Terminal
- Turnitin
- Statistica
- Grammarly
- KOHA

Library timings and hours

| | |
|--------------------|---------------------|
| Monday to Saturday | 9:30 AM to 5:30 PM |
| Sunday | 2:00 PM to 10:00 PM |
| Reading in LRC | 24 x 7 Hours |

Holidays: 26 January, 15 August and 2 October

Circulation Hours

| | |
|--------------------|------------------------|
| Monday to Saturday | 9:30 a.m. to 5:30 p.m. |
| Sunday/Holidays | Closed |

Borrowing Entitlements

Every LRC user (student, staff, faculty and any other user) shall visit the LRC to borrow library materials. Users (Faculty/Staff/Students/any other LC member) shall not be allowed to borrow books on behalf of other members. The various categories of members and their privileges are as follows:

| Member Category | Entitlement (Number of Books) | Loan Duration |
|------------------------|--|----------------------|
| Faculty | 08 | 90 days |
| Staff | 03 | 30 days |
| PhD Participants | 06 | 30 days |
| PGP Participants | 06 | 15 days |

- Books may be renewed up to 2 times, provided there is no reservation against such titles.
- Borrower is fully responsible for the books/any other material borrowed in his/her account. Hence, members are advised not to sub-lend the materials borrowed from the LRC.
- Late fee Rs 2/- per day per item

LRC Code of Conduct

- At all times, library users will respect prevailing IPR/copyright rules for any library material issued to or downloaded by them. At any given point, only up to 20% document can be photocopied. Photocopying of any document cover to cover is prohibited. Users must not install, download, copy, or distribute copyrighted materials without the written permission of the Chairperson, Library.

- LRC resources such as books, journals, and electronic materials, etc. are costly and are often rare. They are for the benefit of not only the present but also for the future members of the LRC. Therefore, readers should not deface, mark, cut, mutilate or damage LRC resources in any way. If anyone is found doing so, he/she will be charged the full replacement cost of the resource. Books borrowed should be protected from Rain, Dust, Insects, etc.

- Before leaving the issue counter, member should satisfy themselves as to whether the LRC material lent to them is in sound condition. If not, they should immediately bring the matter to the knowledge of the LRC staff at the issue counter; otherwise, they are liable to be held responsible for replacing the material or paying such compensation as fixed by the Librarian.

- Books removed from the shelves by students, if not required for reference, should be kept on the table nearest to them. Please do not try to shelve them yourself.

- The newspaper(s) should be folded properly after reading and kept back in the designated place.

- Beverages and food are not allowed inside the LRC Office.

- All users are requested to keep their mobiles switched off or in silent mode in the LRC. Use of mobile phones is strictly prohibited in the library premises.

- As the LRC is a place of self-study, members should maintain an atmosphere of dignity, peace and silence within the LRC premises.

- Users are advised not to borrow Books for others in their names.

- No visitor or guest is permitted to use the LRC without the prior permission of the concerned authority. Accessing personal emails, Facebook, chatting etc. are not allowed.

- No photograph of the LRC shall be taken without prior permission. All the LRC users are advised to enter the premises in a decent dress.

- Members should keep the LRC informed of any change of address during the period of their membership.

- Suggestions regarding purchase of books/other materials, subscriptions, improving of LRC services, complaints etc., may be sent at library@iimsambalpur.ac.in

ONLINE RESOURCE USAGE POLICY

- Students are required to adhere to the following rules strictly, failing which they will invite disciplinary actions of the Institute.
- Students are required to take all reasonable precautions to maintain integrity of passwords and any other security measures. Sharing of user id and password with others are strictly prohibited. Students are required to comply with any other special conditions of use as notified from time to time.
- Recording of lecture sessions by the students are not permitted.
- Sharing of session link with unauthorized/ unregistered participants is not permitted.
- Electronic resources such as e-books, case resources and other online readings etc. made available by IIM Sambalpur are only for academic use related to IIM Sambalpur MBA Full Time Programme. These resources can be searched, browsed and materials may be downloaded and printed as single copies of articles.
- Transmitting, disseminating, or otherwise making online content available to unauthorized participants (i.e. sending to mailing lists or electronic bulletin boards) is not permitted.
- Students are required to respect Intellectual Property rights, including copyright and database right of the Licensed Materials. Each person must abide by Copyright rules and norms.
- Students may print, or download and save, single copies of extracts of the Licensed Material (for example, one chapter, one article or results of searches of the data) for their own personal use.
- The e- resources made available by IIM Sambalpur is for restricted circulation only.
- Any violation of this policy will result in penal action as per the rules and regulations of the Institute.
- Misuse of any of the Online Platform facilitated by the institute in furtherance of education by any student of IIM Sambalpur shall result in appropriate action under various sections of the IT Act and other relevant laws of the country. IIM Sambalpur will not be responsible for any such misuses. Students violating Intellectual Property Rights may invite legal actions against them by the Intellectual Property Rights holders.

HOSTEL RULES & REGULATIONS

Administration

The hostel and mess shall be under the care of the Hostel Warden, who shall be responsible for the hostel and mess administration and hostel discipline with support from the administrative staff. The Institute's decision shall be final in the interpretation of the rules and in all matters connected with the hostel. The hostel warden shall have the power to issue standing orders to regulate internal matters and other details not explicitly covered by these rules in relation to the hostels and student actions outside the classroom.

Admission to the hostel

Only those students of full-time courses who are on the current rolls of IIM Sambalpur will be allowed to stay in the hostels as per the approved room allotment.

Allotment of Rooms

Rooms will be allotted as decided by the Hostel Administration / Committee (IMC)

Mutual exchange of rooms will not be permitted.

Withdrawal

Students should on no account vacate the hostel unless they are permitted to do so by the Hostel Warden. They should obtain a Clearance Certificate and fulfil the necessary leaving formalities. The "No Dues Clearance Form" shall be issued by the PGP Office / Hostel Administration.

General Discipline

Students shall keep their room, its surroundings, and the hostel premises clean. The rooms, doors, windows, cupboards, walls, etc. should not be disfigured by writing or sticking handbills, posters, stickers, pictures, etc. If any damage is noticed, the students will have to pay the cost of repairs as decided by the Institute. Students should behave with restraint and decorum at all times during their stay at IIM Sambalpur.

Students are not allowed to remove any articles from the hostel or their rooms. Any damage to the hostel property shall be immediately reported to the Hostel Warden. Each student will be responsible for the furniture supplied to him/her. The cost of repairing a table, chair, bed, etc. (other than normal wear and tear) will be recovered by the individual student or students occupying the room. The students may bring in other articles only with written permission from the Hostel Warden. Those found violating this norm will face disciplinary action, including heavy fines. Students involved in the damage of any institute-provided facility will be charged based on their respective costs. Students should see that lights, fans, etc. are switched off when they are not in use or when they leave the room. In addition, the following rules are to be followed:-

- Cooking inside the room is strictly prohibited. Violating this norm will be treated as serious misconduct. Residents are expected to lock their rooms properly when they go out. The Institute is not responsible for any loss or damage to their belongings.
- No activities other than academic or co-curricular are permitted in the hostel. Students are expected to behave politely with hostel staff, which includes cleaning and mess staff, security guards; otherwise, they may face severe repercussions.
- No student shall be absent for any night from the hostel without the prior permission of the Hostel Warden. If a student finds it necessary to leave the hostel in an emergency and is unable to meet the Committee & Hostel Warden, he/she must, before his/her departure, submit in writing & mail the reason for his/her absence to the Hostel Warden and get an acceptance reply over it.
- Students are not allowed to consume alcohol, cigarettes, narcotic substances inside the campus, including the mess hall and hostel
- Students are not allowed to use their personal motorcycles or cars on the Institute premises or hostel. However, students can use the bicycles kept on the hostel premises.
- Unauthorised Access to the Electrical, MV, and LV Shafts & Electrical Rooms of the Buildings.
- Unauthorised Access to the Terrace of the Buildings.
- Unauthorised interaction with the Construction Site Officials and workers.
- Changing of settings for TV, AC, Wi-Fi Router, Equipment & Appliances, etc.
- The Infrastructure and Mess Committee at IIM Sambalpur shall be responsible towards smooth functioning of the mess and the maintenance of hostel amenities.
- Meals or extras will not be sent to the rooms of the students, unless they have some health issues.
- Unauthorised entry into the kitchen is completely prohibited.
- Under no circumstances, the students be allowed to take cups, plates, saucers, tumblers, and other utensils of mess to their rooms or other locations. Violation of this will attract fines.
- Students are expected to maintain strict discipline and order in the dining halls during the hours when meals are served.
- No student is allowed to bring guests into the hostel for an overnight stay with him/her.

- The hostel warden shall have the power to refuse permission to enter the Hostel without assigning any reason.
- Girls are not allowed to enter the rooms of the Boys Hostel. However, they will be allowed to enter the common room & discussion room with permission from the concerned authorities.
- Students should be inside their hostel before 11:30 PM & will be allowed to leave after 5:30 AM.
- No male student is permitted to enter the Girls' hostel for any reason whatsoever.
- Everyone should enter the Campus premises before 7:00 PM; anyone violating this will be given a warning twice, and disciplinary action will be taken after that.
- Exiting the Campus after 6:00 PM is strictly restricted. Exception: In the event of an emergency, permission must be obtained from the Hostel Warden. The permission request should be sent via email, including the hostel in charge and infrastructure committee in the loop.
- All students have to cite reasons for leaving the premises in the main gate register kept with the security guard and have to make Entry and Exit every time they are at the Hostels. If a proper entry is not made in the register, then severe consequences will be taken.

Hostel Leave Policy

- Without prior permission, no student is allowed to leave the hostel/campus; otherwise, he/she will be barred from the hostel.
- The student desirous of leaving the station due to certain personal, medical reasons, etc. are to apply through Student's leave application. They can collect the blank Student's leave application form from the PGP office, fill the form, take the required authority's signatures and submit the leave form to the PGP office for approval. A copy of the approved leave application is to be submitted to Hostel Supervisor and they will also inform the Student's Hostel Committee about their leave through email before leaving the hostel.

Common Room (CR) & Recreational Room Guidelines

The CR comprises sofas, tables, chairs, a TV, & refrigerator for the use of all. Stealing & misusing someone's belongings are highly prohibited and can attract severe action from the Committee & Authorities. Common rooms are for games & activities, and academic discussions. You are not allowed to carry anything belonging to the institute. You are not allowed to sleep in the Common room. The following points are to be noted: -

- Students can have discussions here.
- Club & Committee meetings can be held by taking prior appointments from IMC.
- The voice should be low inside the RR.

Visitors Room Guidelines

Visitors' rooms are only used to meet the parents or any known visitors.

Grievances Redressal

Any complaints regarding the hostel need to first be registered in the complaint register. It can take a minimum of 1 to a maximum of 4 days to resolve the issues.

Important

- Entry and exit from gate number 2 is strictly prohibited.
- Electricians and plumbers visit at intervals of 2–3 days.
- The cleaning of rooms is done on alternate days.
- You are not allowed to offer any materials like money, food, clothes, utensils, etc. to the cleaning staff.
- Wearing of helmets while driving outside the campus on two-wheelers (both rider and pillion rider) is Mandatory
- Doing proper book-out and book-in while moving outside the campus within the permissible time limit.
- Carrying original Students ID Card while moving outside the campus and showing it to the Security Guard when asked for.
- Not quarrelling or arguing with the Security / House-keeping staff / Gardeners or other staff of the Institute.
- The administration will take serious action against individuals engaging in misbehaviour and disrespectful behaviour towards working staff (guards/cleaning staff), as well as unethical actions such as bribing guards for any purpose.

Note: Violation of the above rules will result in heavy fines and/or debarment from the hostel.

Strictly Prohibited Areas

- Entry to the Construction Zone, i.e., Under-construction buildings & areas.
- Entry to the Service Buildings, i.e., Substation, AC Plant Room, UGT, STP, etc.
- Entry to Future Development Areas (As demarcated).
- Trespassing areas with Warnings, Hard barricades, & Green-Net barricades.

Note: For more details please refer to students hand book.

Chapter 9

COUNCIL AND COMMITTEES OF IIM SAMBALPUR

ACADEMIC COUNCIL

IIM Sambalpur Academic Council was constituted on 31st March 2018 as per the provisions of Chapter III, Section 15 of IIM Act 2018. The established Academic Council will perform the functions related to criteria and process of admission, academic content of the programme and its modification, academic calendar, conduct of exams, award of Degrees/ Diplomas and other academic distinctions etc. of the Institute. Prof. Mahadeo Jaiswal, Director, IIM Sambalpur is the Chairman of the Academic Council and Mr. Dhananjay Dewangan, Administrative office (Academics) is Secretary of the Academic Council.

PGP EXECUTIVE COMMITTEE

The PGP Executive Committee of IIM Sambalpur is responsible for all operational matters of PGP, under the overall policy framework provided by the Academic Council. It consists of ex-officio members and faculty members nominated by the Director and is headed by the Chairperson PGP.

The details of the PGP Executive Committee is as follows

| Members | Designation | Email |
|---------------------------------|-------------|-----------------------------------|
| Prof. Shubhi Gupta | Chairperson | chairpgp@iimsambalpur.ac.in |
| Prof. Harshad Chandrakant Sonar | Coordinator | pgpcoordinator@iimsambalpur.ac.in |
| Prof. Soumya Guha Deb | Member | soumya@iimsambalpur.ac.in |
| Prof. Diptiranjana Mahapatra | Member | diptiranjana@iimsambalpur.ac.in |
| Prof. Atri Sengupta | Member | atrisengupta@iimsambalpur.ac.in |
| Prof. Ramakrushna Padhy | Member | ramakrushnap@iimsambalpur.ac.in |
| Prof. Sujit Kumar Pruseth | Member | sujitpruseth@iimsambalpur.ac.in |
| Prof. Merlin Nandy | Member | merlin@iimsambalpur.ac.in |
| Prof. Sandeep Mukopadhyay | Member | sandipm@iimsambalpur.ac.in |
| Mr. Dhananjay Dewangan | Member | ao_acad@iimsambalpur.ac.in |
| Ms. Sumedha Pati | Member | sumedhap@iimsambalpur.ac.in |
| Ms. Bidya Singh | Member | bidyas@iimsambalpur.ac.in |
| Mr. Deepak Kumar Naik | Member | deepakn@iimsambalpur.ac.in |
| Mr. Yash Panigrahi | Member | yashp@iimsambalpur.ac.in |

ANTI-RAGGING COMMITTEE

The objective of Anti Ragging Committee is to prohibit, prevent and eliminate the scourge of ragging including any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student, in all higher education institutions in the country, and thereby, to provide for the healthy development, physically and psychologically, of all students.

The details of the Anti-Ragging Committee is as below:-

| Members | Designation | Email |
|-----------------------|-------------|------------------------------|
| Prof. Rahul Sindhwani | Chairperson | rahuls@iimsambalpur.ac.in |
| Warden (Boys Hostel) | Member | warden-bh@iimsambalpur.ac.in |
| Warden (Girls Hostel) | Member | warden-gh@iimsambalpur.ac.in |
| AO (Academics) | Member | ao_acad@iimsambalpur.ac.in |
| Ms. Sumedha Pati | Member | sumedhap@iimsambalpur.ac.in |
| Students Committee | Member | As applicable |

POLICY ON SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION & REDRESSAL)

IIM Sambalpur respects the fundamental rights of women to equality and her right to life and to live with dignity. The Institute always upholds the culture of India and takes initiatives to provide protection to women employees (employee and students) against sexual harassment.

Internal Complaint Committee of IIM Sambalpur

In pursuit of fulfilling the above objectives, the Institute has constituted the Internal Complaints Committee under sub-section (1) of Section 4 under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013.

The details of ICC composition is as follows:-

| Members | Designation | Email |
|---------------------------|--|---------------------------------|
| Prof. Punam Sahgal | Chairperson / Presiding Officer (External) | psahgal@iiml.ac.in |
| Ms. Naushina Afrin Ali | Member (External) | advnaushina@gmail.com |
| Prof. Sujit Kumar Pruseth | Member | sujitpruseth@iimsambalpur.ac.in |
| Mr. Amrut P Mohanty | Member | amrutm@iimsambalpur.ac.in |
| Ms. Swagatika Padhi | Member | swagatikap@iimsambalpur.ac.in |

Prevention, Prohibition, and Redressal of Sexual Harassment at IIM Sambalpur

In compliance with the provisions of The Sexual Harassment at Workplace (Prevention, Prohibition and Redressal) Act, 2013, IIM Sambalpur remains committed to fostering a safe, respectful, and inclusive environment for all its employees and students. The Institute has adopted a multi-faceted approach for the prevention, prohibition, and redressal of sexual harassment cases within the campus. IIM Sambalpur remains steadfast in its resolve to maintain a zero-tolerance policy towards sexual harassment and continues to strengthen its preventive and redressal frameworks to foster a secure and equitable academic and professional environment.

IIM Sambalpur has constituted an Internal Complaints Committee (ICC) as mandated by the Act. Fortunately, to date, the Committee has not received or reported any complaints pertaining to sexual harassment on campus. However, the Institute has a well-defined mechanism in place to promptly address any complaint, should it arise. As per Section 11 of the Act, upon receiving a complaint, the ICC will initiate a formal inquiry process, ensuring fair, unbiased, and confidential proceedings. Appropriate disciplinary or remedial actions will be taken based on the findings of the inquiry.

STUDENTS AFFAIRS COMMITTEE

The details of the Students Affairs Committee is as follows :-

| Members | Designation | Email |
|----------------------------|-------------|-------------------------------|
| Prof. Diwahar Sunder Nadar | Chairperson | chairsac@iimsambalpur.ac.in |
| Prof. Pratibha Maan | Coordinator | pratibham@iimsambalpur.ac.in |
| Prof. Aqueeb Sohail Sheik | Member | sohails@iimsambalpur.ac.in |
| Mr. Amrut P Mohanty | Member | amrutm@iimsambalpur.ac.in |
| Ms. Swagatika Padhi | Member | swagatikap@iimsambalpur.ac.in |
| Ms. Tandra Chatterjee | Member | tandrac@iimsambalpur.ac.in |
| Ms. Swatgatika Mahapatra | Member | swagatikap@iimsambalpur.ac.in |
| Students Committee | Member | As applicable |

STUDENTS GRIEVANCES COMMITTEE

The details of the Students Grievance Committee is as follows :-

| Members | Designation | Email |
|------------------------|-------------|------------------------------|
| Prof. Soumya Guha Deb | Chairperson | soumya@iimsambalpur.ac.in |
| Warden (Boys Hostel) | Member | warden-bh@iimsambalpur.ac.in |
| Warden (Girls Hostel) | Member | warden-gh@iimsambalpur.ac.in |
| Mr. Dhananjay Dewangan | Member | ao_acad@iimsambalpur.ac.in |
| Students Committee | Member | As applicable |

SC,ST,OBC, PERSONS WITH DISABILITIES AND MINORITIES COMMITTEE

The details of the SC, ST, OBC, Persons with Disabilities and Minorities Committee is as follows:-

| Members | Designation | Email |
|------------------------|-----------------|----------------------------|
| Prof. Pritee Kumari | Chairperson | preetik@iimsambalpur.ac.in |
| Prof. D.K Mahalik | External Member | dkmahalik@suniv.ac.in |
| Dr. S. Kannan | Member | kannans@iimsambalpur.ac.in |
| Mr. Dhananjay Dewangan | Member | ao_acad@iimsambalpur.ac.in |
| Ms. Divya. P | Member | divyap@iimsambalpur.ac.in |

PLACEMENT COMMITTEE

The details of the Placement Committee is as follows:-

| Members | Designation | Email |
|------------------------------|-------------|-----------------------------------|
| Prof. Diptiranjana Mahapatra | Chairperson | chairplacement@iimsambalpur.ac.in |
| Prof. Ramakrushna Padhy | Member | ramakrushnap@iimsambalpur.ac.in |
| Prof. Padmavathy Dhillon | Member | padmavathyd@iimsambalpur.ac.in |
| Placement Officer | Member | Coordinator |
| Ms. Jharana Mishra | Member | jharanam@iimsambalpur.ac.in |
| Students Placement Committee | Member | As applicable |

ADMISSIONS COMMITTEE

The details of the Admission Committee is as follows:-

| Members | Designation | Email |
|------------------------------|-------------|------------------------------------|
| Prof. Siddharth Gaurav Majhi | Chairperson | chairadmissions@iimsambalpur.ac.in |
| Prof. Atri Sengupta | Member | atrisengupta@iimsambalpur.ac.in |
| Prof. Rahul Kumar | Member | rahulk@iimsambalpur.ac.in |
| Prof. Sourabh Kumar | Member | sourabhk@iimsambalpur.ac.in |
| Mr. Dhananjay Dewangan | Member | ao_acad@iimsambalpur.ac.in |
| Ms. Sumedha Pati | Member | sumedhap@iimsambalpur.ac.in |

ALUMNI AFFAIRS COMMITTEE

The details of the Alumni Affairs Committee is as follows :-

| Members | Designation | Email |
|---------------------|-------------|--------------------------------|
| Prof. Sumita Sindhi | Chairperson | chairalumni@iimsambalpur.ac.in |
| Prof. Merlin Nandy | Member | merlin@iimsambalpur.ac.in |
| Mr. Amrut P Mohanty | Member | amrutm@iimsambalpur.ac.in |
| Ms. Sumedha Pati | Member | sumedhap@iimsambalpur.ac.in |

INTERNATIONAL RELATIONS COMMITTEE

The details of the International Relations Committee is as follows :-

| Members | Designation | Email |
|-------------------------------------|-------------|---|
| Prof. Kakoli Sen | Chairperson | chairir@iimsambalpur.ac.in |
| Chairperson MBA-BA | Member | |
| Chairperson Accreditation & ranking | Member | chairaccreditation.ranking@iimsambalpur.ac.in |
| Chairperson AACSB | Member | chair.aacsb@iimsambalpur.ac.in |
| Chairperson SAC | Member | chairsac@iimsambalpur.ac.in |
| AO (Academics) | Member | ao_acad@iimsambalpur.ac.in |
| MS. Shradha Singh | Member | shradhas@iimsambalpur.ac.in |
| Prof. Poonam Kumar | Member | poonamk@iimsambalpur.ac.in |
| IRC Committee | Member | sac@iimsambalpur.ac.in |

ACCREDITATION COMMITTEE

The details of the Accreditation Committee is as follows :-

| Members | Designation | Email |
|------------------------------|-------------|---|
| Prof. Soumya Guha Deb | Chairperson | chairaccreditation.ranking@iimsambalpur.ac.in |
| Prof. Meta Dev Prasad Murthy | Coordinator | murthymdp@iimsambalpur.ac.in |
| Prof. Kakoli Sen | Member | kakolis@iimsambalpur.ac.in |
| Prof. Aqueeb Sohail Sheik | Member | sohails@iimsambalpur.ac.in |
| Prof. Saumyaranjan Sahoo | Member | saumyaranjans@iimsambalpur.ac.in |
| Prof. Kaustov Chakraborty | Member | kchakraborty@iimsambalpur.ac.in |
| Mr. Satish Kumar | Member | satishk@iimsambalpur.ac.in |
| Ms. Divya P | Member | divyap@iimsambalpur.ac.in |

LIBRARY COMMITTEE

The details of the Library Committee is as follows :-

| Members | Designation | Email |
|---------------------------|-------------|---------------------------------|
| Prof. Ramakrushna Padhy | Chairperson | chairlibrary@iimsambalpur.ac.in |
| Prof. Subrata Kumar Mitra | Member | mitrask@iimsambalpur.ac.in |
| Chairperson PGP | Member | chairpgp@iimsambalpur.ac.in |
| Chairperson PhD & PhD WP | Member | chairpgp@iimsambalpur.ac.in |
| Dr. S. Kannan | Member | kannans@iimsambalpur.ac.in |
| Mr. Mohsin Raja | Member | mohsinr@iimsambalpur.ac.in |
| Mr. Anjar Jamal | Member | anjarj@iimsambalpur.ac.in |

HOSTEL ADMINISTRATION COMMITTEE

The details of the Hostel Administration Committee is as follows :-

| Members | Designation | Email |
|------------------------------|-----------------------|--------------------------------|
| Prof. Diptiranjana Mahapatra | Warden – Boys Hostel | warden-bh@iimsambalpur.ac.in |
| Prof. Sumita Sindhi | Warden – Girls Hostel | warden-gh@iimsambalpur.ac.in |
| Mr. Dusmanta Pradhan | Member – Boys Hostel | dusmantap@iimsambalpur.ac.in |
| Ms. Tandra Chatterjee | Member – Girls Hostel | tandracc@iimsambalpur.ac.in |
| Mr. Shailendra Mohan Shukla | Member | shailendras@iimsambalpur.ac.in |

AREA CHAIRS

The details of the Area Chairs is as follows :-

| Name of Chair | Area | Email |
|------------------------------|--------------------------------|---------------------------------|
| Prof. Soumya Guha Deb | Finance & Accounting | soumya@iimsambalpur.ac.in |
| Prof. Diptiranjana Mahapatra | Strategic Management | diptiranjana@iimsambalpur.ac.in |
| Prof. Sujit Kumar Pruseth | General Management & Economics | sujitpruseth@iimsambalpur.ac.in |
| Prof. Atri Sengupta | OB & HR | atrisengupta@iimsambalpur.ac.in |
| Prof. Sandip Mukhopadhyay | Marketing | sandipm@iimsambalpur.ac.in |
| Prof. Merlin Nandy | Information System Management | merlin@iimsambalpur.ac.in |
| Prof. Ramakrushna Padhy | Operations Management | ramakrushnap@iimsambalpur.ac.in |

Chapter 10

FACULTIES OF IIM SAMBALPUR

| Sl no. | Name of the Faculty | Area | Email |
|--------|------------------------------|--|-------------------------------------|
| 1 | Prof. Soumya Guha Deb | Finance & Accounting | soumya@iimsambalpur.ac.in |
| 2 | Prof. Dharen Ku. Pandey | | dharenp@iimsambalpur.ac.in |
| 3 | Prof. Diwahar Sunder Nadar | | diwahars@iimsambalpur.ac.in |
| 4 | Prof. Nishi Malhotra | | nishim@iimsambalpur.ac.in |
| 5 | Prof. Rahul Kumar | | rahul_kumar@iimsambalpur.ac.in |
| 6 | Prof. Seema Gupta | | seemag@iimsambalpur.ac.in |
| 7 | Prof. Subrata Ku. Mitra | | mitrask@iimsambalpur.ac.in |
| 8 | Dr. Jogeswar Mahato | | jogeswarm@iimsambalpur.ac.in |
| 9 | Prof. Sujit Pruseth | General Management & Economics | sujitpruseth@iimsambalpur.ac.in |
| 10 | Prof. Ashutosh Tripathi | | ashutoshtripathi@iimsambalpur.ac.in |
| 11 | Prof. Hemachandra Padhan | | hemachandrap@iimsambalpur.ac.in |
| 12 | Prof. Ishika Jaiswal | | ishikaj@iimsambalpur.ac.in |
| 13 | Prof. Kakoli Sen | | kakolis@iimsambalpur.ac.in |
| 14 | Prof. Soumya Kanta Mishra | | soumyakm@iimsambalpur.ac.in |
| 15 | Prof. Sumita Sindhi | | sumitas@iimsambalpur.ac.in |
| 16 | Prof. Merlin Nandy | Information System Management | merlin@iimsambalpur.ac.in |
| 17 | Prof. Deepanwita Datta | | deepanwitad@iimsambalpur.ac.in |
| 18 | Prof. Eshan Bhatt | | eshanb@iimsambalpur.ac.in |
| 19 | Prof. Kumari Pritee | | preetik@iimsambalpur.ac.in |
| 20 | Prof. Siddharth G. Majhi | | siddharthg@iimsambalpur.ac.in |
| 21 | Prof. Sandip Mukhopadhyay | Marketing Management | sandipm@iimsambalpur.ac.in |
| 22 | Prof. Meta Dev Prasad Murthy | | murthymdp@iimsambalpur.ac.in |
| 23 | Prof. Nitin Soni | | nitins@iimsambalpur.ac.in |
| 24 | Prof. Poonam Kumar | | poonamk@iimsambalpur.ac.in |
| 25 | Prof. Atul Prashar | | atulp@iimsambalpur.ac.in |
| 26 | Prof. Atri Sengupta | Organisational Behaviour and Human Resource Management | atrisengupta@iimsambalpur.ac.in |
| 27 | Prof. Padmavathy Dhillon | | padmavathyd@iimsambalpur.ac.in |
| 28 | Prof. Pratibha Maan | | pratibham@iimsambalpur.ac.in |
| 29 | Prof. Shikha Bhardwaj | | shikhab@iimsambalpur.ac.in |
| 30 | Prof. Shubhi Gupta | | shubhig@iimsambalpur.ac.in |

| SI no. | Name of the Faculty | Area | Email |
|--------|------------------------------|-----------------------|----------------------------------|
| 31 | Prof. Ramakrushna Padhy | Operations Management | ramakrushnap@iimsambalpur.ac.in |
| 32 | Prof. Bhawana Rathore | | bhawanar@iimsambalpur.ac.in |
| 33 | Prof. Harshad Ch. Sonar | | harshad@iimsambalpur.ac.in |
| 34 | Prof. Kaustov Chakraborty | | kchakraborty@iimsambalpur.ac.in |
| 35 | Dr. Punjlata Singh | | punjlatas@iimsambalpur.ac.in |
| 36 | Prof. Rahul Sindhwani | | rahuls@iimsambalpur.ac.in |
| 37 | Prof. Rohit Gupta | | rohitg@iimsambalpur.ac.in |
| 38 | Prof. Saumyaranjan Sahoo | | saumyaranjans@iimsambalpur.ac.in |
| 39 | Prof. Shweta Singh | | shwetas@iimsambalpur.ac.in |
| 40 | Prof. Sourabh Kumar | | sourabhk@iimsambalpur.ac.in |
| 41 | Prof. Diptiranjana Mahapatra | Strategic Management | diptiranjana@iimsambalpur.ac.in |
| 42 | Prof. Aarti Singh | | aartis@iimsambalpur.ac.in |
| 43 | Prof. Aqueeb Sohail Sheik | | sohails@iimsambalpur.ac.in |
| 44 | Prof. Bhairab Chandra Patra | | bhairabc@iimsambalpur.ac.in |
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भारतीय प्रबंधन संस्थान संबलपुर

INDIAN INSTITUTE OF MANAGEMENT SAMBALPUR

बसंतपुर, संबलपुर, ओडिशा - 768025

Basantpur, Sambalpur, Odisha - 768025

APPLICATION FOR WITHDRAWAL FROM PGP COURSE : MBA

पीजीपी पाठ्यक्रम से नाम वापसी के लिए आवेदन: एमबीए

1. मैंने आईआईएम संबलपुर के एमबीए बैच में प्रवेश लिया है और ऑफर लेटर में उल्लिखित आवश्यक शुल्क का भुगतान किया है। हालांकि, कुछ व्यक्तिगत कारणों से, मैं दिनांक से पाठ्यक्रम से नाम वापस लेना चाहता/चाहती हूँ।

I have been enrolled in the MBABatch of IIM Sambalpur after paying the requisite fees as mentioned in the offer letter. However, due to certain personal reasons, I want to withdraw from the course with effect from

2. मैंने टर्म-I का पूरा शुल्क (ऑफर लेटर में उल्लिखित अनुसार) निम्नलिखित विवरणानुसार जमा किया था। लेन-देन का स्क्रीनशॉट / विवरण संदर्भ के लिए संलग्न है।

I had deposited the total Term I fees (as mentioned in offer letter) as per following details. The screen shot / details of transaction is attached for reference.

छात्र का नाम/Name of Student:-

भुगतान की राशि/Amount of Payment:-

भुगतान की तारीख/Date of Payment:-

भुगतान करने वाले बैंक का नाम/Name of the disbursing bank:-

बैंक यूटीआर / संदर्भ संख्या/Bank UTR / Reference No.:-

3. कृपया मेरा नाम वापसी आवेदन स्वीकार करें और आईआईएम संबलपुर की रिफंड नीति के अनुसार लागू शुल्क (यदि कोई हो) मुझे वापस किया जाए। मेरी बैंक जानकारी, जिसमें शुल्क वापस किया जाना है, नीचे दी गई है। मेरी बैंक पासबुक की प्रति / रद्द किया गया चेक भी संदर्भ के लिए संलग्न है। मैं इस बात से अवगत हूँ कि आईआईएम संबलपुर से शुल्क वापसी प्रक्रिया मेरे नाम वापसी आवेदन पत्र को पीजीपी कार्यालय में जमा करने की तारीख से लगभग 30-40 दिन लग सकते हैं।

It is requested that my application for withdrawal from the course may be accepted and the applicable fees (if any) may be refunded to me as per IIM Sambalpur Refund Rules. My Bank details in which the fee is to be refunded is mentioned below. A copy of my bank passbook / cancelled cheque is also attached for reference. I am aware that the fee refund process from IIM Sambalpur may take around 30-40 days from the date of submission of my withdrawal application form to PGP Office.

बैंक खाता संख्या/Bank Account No.....

लाभार्थी (छात्र) का नाम/Beneficiary (Student) Name

.....

बैंक आईएफएससी कोड/Bank IFSC Code

.....

बैंक का नाम/Bank Name.....

बैंक का पता/Bank Address

छात्र का पैन नंबर/Student's PAN No.....

4. मैं अपने छात्रावास के कमरे को खाली कर दूंगा/दूँगी और दिनांक को हॉस्टल अधीक्षक को चाबी सौंप दूंगा/दूँगी। मैंने संस्थान के सभी संबंधित विभागों / अनुभागों के साथ अपने बकाया का निपटान कर लिया है। **नो ड्यूज क्लीयरेंस फॉर्म** संलग्न है।

I will vacate my hostel room and deposit the keys with the Hostel Supervisor on (date). I have also cleared my dues with all the relevant Dept / Sections of the Institute. The No Dues Clearance Form is attached.

छात्र का हस्ताक्षर/Student's signature.....

छात्र का नाम/Student's Name

छात्र का रोल नंबर/Student's Roll No.....

छात्र का मोबाइल नंबर/Student's Mobile No.....

छात्र का व्यक्तिगत ईमेल आईडी/Student's Personal email id.....

तारीख/Date.....

छात्र का पता/Student's Address.....

.....

पीजीपी कार्यालय के लिए उपयोग मात्र

FOR PGP OFFICE USE ONLY

नाम वापसी आवेदन और नो ड्यूज क्लीयरेंस फॉर्म प्राप्त करने की तारीख/Date of receipt of Withdrawal application alongwith No Dues Clearance Form

नाम वापसी आवेदन स्वीकार / अस्वीकार किया गया/Withdrawal application Accepted / Not Accepted

शैक्षणिक प्रशासनिक अधिकारी के हस्ताक्षर

Signature of Administrative Officer (Academics)



भारतीय प्रबंधन संस्थान संबलपुर

Indian Institute of Management Sambalpur

बसंतपुर, संबलपुर, ओडिशा – 768025

Basantpur, Sambalpur, Odisha – 768025

बिना पाठ्यक्रम पूर्ण किए नो ड्यूज / समापन फॉर्म

NO DUES / CLEARANCE FORM WITHOUT COURSE COMPLETION

छात्र का नाम/Name of Student : _____

रोल नंबर/Roll Number : _____

कार्यक्रम/बैच/Programme/Batch : _____

कमरा संख्या/छात्रावास/Room No./Hostel : _____

छोड़ने की तिथि/Date of Leaving : _____

| क्र. सं. Sl No. | विभाग का नाम Name of Dept | प्रमाणन Certification | बकाया राशि / अतिरिक्त जानकारी (यदि कोई हो)। यदि कोई बकाया नहीं है तो "शून्य" लिखें Amount Dues / additional information (if any). Write Nil if no dues | क्या विभाग से स्वीकृति मिली? (√ और X लगाएं) Whether cleared from the Dept? Put (√ and X) whichever is applicable | संबंधित कर्मचारी के हस्ताक्षर और तिथि Signature(s) & date of clearing staff |
|--------------------|-------------------------------|--|---|---|--|
| 1. | पीजीपी कार्यालय PGP Office | क्या छात्र ने संस्थान का आईडी कार्ड वापस कर दिया है? Has the student returned the Institute ID Card? हाँ Yes _____ नहीं No _____ (Tick) | | हाँ Yes <input type="checkbox"/> नहीं No <input type="checkbox"/> | एएओ (प्रवेश) / कार्यक्रम समन्वयक (जो भी लागू हो) AAO (Admission) / Programme Coordinator (As applicable) एओ (शैक्षणिक) AO (Academics) पीजीपी चेयर PGP Chair |

| | | | | | |
|----|---|--|--|---|--|
| 2. | छात्रावास Hostel | छात्र ने दिनांक _____ को छात्रावास खाली कर दिया / करने वाला है। सभी फर्नीचर और अन्य वस्तुएं सही स्थिति में लौटाई गई हैं He/she has vacated/likely to vacate the hostel on _____ All the furniture and other issued items are in order and returned | | हाँ Yes <input type="checkbox"/> नहीं No <input type="checkbox"/> | |
| 3. | पुस्तकालय Library | क्या छात्र ने सभी पुस्तकालय पुस्तकें, संसाधन और लाइब्रेरी कार्ड वापस कर दिया है? Has the student returned all the library books & resources / library card? हाँ Yes _____ नहीं No _____ (Tick) | | हाँ Yes <input type="checkbox"/> नहीं No <input type="checkbox"/> | |
| 4. | मेस / कैटीन Mess / Canteen | कोई बकाया? Any dues? हाँ Yes _____ नहीं No _____ (Tick) | | हाँ Yes <input type="checkbox"/> नहीं No <input type="checkbox"/> | |
| 5. | लेखा विभाग Accounts Dept | कोई बकाया? Any dues? हाँ Yes _____ नहीं No _____ (Tick) | | हाँ Yes <input type="checkbox"/> नहीं No <input type="checkbox"/> | |
| 6. | क्रय और भंडारण विभाग Procurement & Stores Dept | कोई बकाया? Any dues? हाँ Yes _____ नहीं No _____ (Tick) | | हाँ Yes <input type="checkbox"/> नहीं No <input type="checkbox"/> | |
| 7. | आईटी विभाग IT Dept | कोई बकाया? Any dues? हाँ Yes _____ नहीं No _____ (Tick) | | हाँ Yes <input type="checkbox"/> नहीं No <input type="checkbox"/> | |

तारीख /Date: _____

छात्र के हस्ताक्षर
(Signature of Student)



भारतीय प्रबंध संस्थान सम्बलपुर
Indian Institute of Management Sambalpur

| Fee Structure for Batch 2025-27 | | | | | | | | | |
|---|---|-----------------|---------------|---------------|---------------|------------------|---------------|---------------|---------------|
| Fees for Indian students in INR | | | | | | | | | |
| Sl. No | Heads | PGP-I (2025-26) | | | | PGP-II (2026-27) | | | |
| | | Total | TERM I | TERM II | TERM III | Total | TERM IV | TERM V | TERM VI |
| 1 | Course Fee | 925000 | 325000 | 300000 | 300000 | 925000 | 325000 | 300000 | 300000 |
| 2 | Other Fees (Inclusive of Career Development, SAC Activity & Alumni Fee) | 50000 | 50000 | | | 55000 | 55000 | | |
| 3 | Mess Deposit* | 63000 | 21000 | 21000 | 21000 | 63000 | 21000 | 21000 | 21000 |
| 4 | Refundable Caution Deposit** | 20000 | 20000 | | | 0 | | | |
| | Grand Total | 1058000 | 416000 | 321000 | 321000 | 1043000 | 401000 | 321000 | 321000 |
| Note: The offer acceptance fee of Rs.50000 will be adjusted against the TERM-I course fee. *The Mess Deposit amount is subject to vary depending on the service provider's charges. ** To be refunded at the end of the Programme, after adjusting the dues (if any). | | | | | | | | | |
| Fees for NRI/Foreign National students in INR | | | | | | | | | |
| Sl. No | Heads | PGP-I (2025-26) | | | | PGP-II (2026-27) | | | |
| | | Total | TERM I | TERM II | TERM III | Total | TERM IV | TERM V | TERM VI |
| 1 | Course Fee | 1350000 | 475000 | 437500 | 437500 | 1350000 | 475000 | 437500 | 437500 |
| 2 | Other Fees (Inclusive of Career Development, SAC Activity & Alumni Fee) | 50000 | 50000 | | | 55000 | 55000 | | |
| 3 | Mess Deposit* | 63000 | 21000 | 21000 | 21000 | 63000 | 21000 | 21000 | 21000 |
| 4 | Refundable Caution Deposit** | 20000 | 20000 | | | 0 | | | |
| | Grand Total | 1483000 | 566000 | 458500 | 458500 | 1468000 | 551000 | 458500 | 458500 |
| Note: The offer acceptance fee of Rs.50000 will be adjusted against the TERM-I course fee. *The Mess Deposit amount is subject to vary depending on the service provider's charges. ** To be refunded at the end of the Programme, after adjusting the dues (if any). | | | | | | | | | |
| <div style="display: flex; justify-content: space-between;"> <div> Dhananjay Dewangan Administrative Officer (Academics) IIM Sambalpur </div> <div> Prof. Atri Sengupta Chairperson PGP IIM Sambalpur </div> <div> Prof. Mahadeo Jaiswal Director IIM Sambalpur </div> </div> | | | | | | | | | |



Indian Institute of Management Sambalpur

MBA 1st Year

Academic Calendar - 2025-26

| | | |
|----------------------|----------------|------------------------------|
| Programme | MBA | Batch |
| Academic Year | 2025-26 | 11th Batch |

| Preparatory & Induction Week | | |
|---|--|--|
| Activities | Date(s) | Day(s) |
| Registration | June 25 th , 2025 to June 26 th , 2025 | Wednesday - Thursday |
| Preparatory Classes | June 27 th , 2025 - June 29 th , 2025 | Friday (2 nd half) - Sunday |
| Induction | July 01 st , 2025 | Tuesday |
| Induction Week | July 01 st , 2025 - July 05 th , 2025 | Tuesday - Saturday |

| Term I (July 07th, 2025- September 28th, 2025) 83 Days | | |
|---|---|-------------------|
| Activities | Date(s) | Day(s) |
| Classes Begins | July 07 th 2025 | Monday |
| Mid Term Examination | August 11 th 2025 - August 13 th , 2025 | Monday- Wednesday |
| Independence Day | August 15 th 2025 | Friday |
| Nuakhai | August 28 th 2025 | Thursday |
| Milad-un-Nabi or Id-e-Milad | September 05 th 2025 | Friday |
| Classes End | September 22 nd , 2025 | Monday |
| Foundation Day | September 23 rd , 2025 | Tuesday |
| End Term Examination | September 25 th , 2025- to September 28 th , 2025 | Thursday- Sunday |
| Term Break | September 29 th , 2025- October 05 th 2025 (7 Days) | Monday – Sunday |
| Final Submission of Total Marks & Grades | October 28 th , 2025 | Monday |
| Declaration of Result- Term I | November 03 rd , 2025 | Monday |

| Term II (October 06th, 2025 – January 03rd 2026) 89 Days | | |
|---|--|--------------------|
| Term Registration | October 06 th , 2025 (Pre-Lunch) | Monday |
| Classes Begins | October 06 th , 2025 (Post Lunch) | Monday |
| Diwali | October 20 th 2025 | Monday |
| Guru Nanak's Birthday | November 05 th 2025 | Wednesday |
| Mid Term Examination | November 17 th , 2025- November 19 th , 2025 | Monday - Wednesday |
| Christmas Day | December 25 th 2025 | Thursday |
| Classes End | December 28 th , 2025 | Sunday |
| End Term Examination | December 30 th , 2025- to January 03 rd , 2026 | Tuesday-Saturday |
| Final Submission of Total Marks & Grades | February 02 nd , 2026 | Monday |
| Declaration of Result- Term II | February 05 th , 2026 | Thursday |

| Term III (January 5th, 2026 – March 24th, 2026) 79 Days | | |
|--|---|-------------------|
| Classes Begins / Term Registration | January 5 th , 2026 | Monday |
| Republic Day | January 26 th 2026 | Monday |
| Mid Term Examination | February 12 th 2026- February 14 th , 2026 | Wednesday- Friday |
| Holi | March 04 th 2026 | Wednesday |
| Classes End | March 19 th , 2026 | Monday |
| End Term Examination | March 20 th 2026- 24 th , March 2026 | Friday- Tuesday |
| Rural Immersion | Rural Immersion Programme in Term-III for 3 days per week (preferably Saturdays and Sundays) across 2 to 3 weeks (in January / February 2026, dates will be informed later) | |
| Final Submission of Total Marks & Grades | April 30 th , 2026 | Sunday |
| Declaration of Term III Result | May 3 rd , 2026 | Friday |
| Summer Internship Begins | April – May 2026 | Monday |

*Classes, Exams & placement activity will be scheduled during Institution declared Holidays, other than 15th August, 2nd October, 26th January & during the Term Break. Furthermore classes may also be scheduled during the Buffer periods subject to the decision of the Competent Authority.

The calendar may deviate owing to unforeseen circumstances.

| Term IV (Subject to change) | | |
|---|---------------------------------|--|
| Term Registration / Classes Begins | Tentative 2nd Week of June 2026 | |

| COURSES IN FIRST YEAR (MBA 2025-27) | | | |
|-------------------------------------|---|----------------------------------|-------------------|
| TERM-I | | | |
| Sl No. | Course | Area | No. of credits |
| 1 | Financial Accounting | Finance & Accounting | 3 |
| 2 | Micro Economics | General Management and Economics | 3 |
| 3 | Organizational Behavior-I | OB & HR | 3 |
| 4 | Quantitative Techniques-I | Operations Management | 3 |
| 5 | Business Communication | General Management and Economics | 3 |
| 6 | Marketing Management-I | Marketing Management | 3 |
| 7 | Managerial Computing | Information Systems Management | 1.5 |
| 8 | Legal Aspects of Business | General Management and Economics | 1.5 |
| | Non-Credit Course | | |
| 9 | Data Analysis Using SPSS (10 Sessions) | Information Systems Management | Non-Credit |
| | Total Credit | 21 | |
| TERM-II | | | |
| Sl No. | Course | Area | No. of credits |
| 1 | Operations Management-I | Operations Management | 3 |
| 2 | Macro-Economic Analysis | General Management and Economics | 3 |
| 3 | Marketing Management-II | Marketing Management | 3 |
| 4 | Organizational Behaviour –II | OB & HR | 3 |
| 5 | Quantitative Techniques – II | Operations Management | 1.5 |
| 6 | Management Accounting | Finance & Accounting | 1.5 |
| 7 | Written Analysis and Communication | General Management and Economics | 3 |
| 8 | Financial Management-I | Finance & Accounting | 3 |
| | Non-Credit Course | | |
| 9 | Entrepreneurial Orientation (10 Sessions) Strategy | Strategic Management | Non-Credit |
| | Total Credit | 21 | |

| TERM-III | | | |
|---|--|----------------------------------|-------------------|
| Sl No. | Course | Area | No. of credits |
| 1 | Financial Management-II | Finance & Accounting | 3 |
| 2 | Operations Management-II | Operations Management | 3 |
| 3 | Human Resource Management | OB & HR | 3 |
| 4 | Management Information System | Information Systems Management | 3 |
| 5 | Strategic Management | Strategic Management | 3 |
| 6 | Marketing Research | Marketing Management | 1.5 |
| 7 | Business Ethics | General Management and Economics | 1.5 |
| | Non-Credit Course | | |
| 8 | Design Thinking (10 Sessions) | Strategic Management | Non-Credit |
| 9 | Immersion Project - CSR and Sustainability (10 Sessions/As reqd) | General Management and Economics | Non-Credit |
| | Total Credit | 18 | |
| Total Credit in First Year (21+21+18) = 60 | | | |

| TENTATIVE LIST OF ELECTIVES OFFERED DURING SECOND YEAR | | | | |
|---|---|--|--------------------|----------------|
| Term | Area | Course Name | Course Code | Credits |
| TERM IV | Finance & Accounting | Advanced Financial Statement Analysis | AFSA | 1.5 |
| TERM IV | Finance & Accounting | Security Analysis and Portfolio Management | SAPM | 3 |
| TERM IV | Finance & Accounting | Investment Banking | INVB | 1.5 |
| TERM IV | Finance & Accounting | Options Futures and Derivatives | OFD | 3 |
| TERM IV | Information Systems Management | Tech Consulting and Business Analysis | TCBA | 3 |
| TERM IV | Information Systems Management | Data Visualization and Business Storytelling | DV | 3 |
| TERM IV | Information Systems Management | Digital Product Management | DPM | 3 |
| TERM IV | Information Systems Management | Business Analytics for Managerial Decisions (BAMD) | BAMD | 3 |
| TERM IV | Marketing Management | Consumer behaviour | CB | 3 |
| TERM IV | Marketing Management | Advance Marketing Research | AMR | 3 |
| TERM IV | Marketing Management | FMCG Marketing | FMCGM | 1.5 |
| TERM IV | Marketing Management | Brand Management | BM | 3 |
| TERM IV | Operations Management | Project Management | PM | 3 |
| TERM IV | Operations Management | Agile Management with Scrum | AMS | 3 |
| TERM IV | Operations Management | Supply Chain Management | SCM | 3 |
| TERM IV | Organizational Behavior and Human Resource Management | Organizational Transformation & Change | OTC | 3 |
| TERM IV | Organizational Behavior and Human Resource Management | Conflict Management & Negotiation | CMN | 3 |
| TERM IV | Strategic Management | Working with AI | WAI | 1.5 |
| TERM IV | Strategic Management | Corporate Strategy | CS | 3 |
| TERM IV | Strategic Management | Business Model | BMD | 3 |
| TERM IV | Strategic Management | Startup Mindset | STARTUP | 1.5 |
| TERM IV | Strategic Management | Entrepreneurship and Business Development | EBD | 1.5 |
| TERM V | Finance & Accounting | Financial Modelling using MS Excel | FME | 1.5 |
| TERM V | Finance & Accounting | Bank Operations Management | BOM | 3 |
| TERM V | Finance & Accounting | Fixed Income Securities and Markets | FISM | 3 |
| TERM V | Finance & Accounting | Financial Planning and Wealth Management | FP | 3 |
| TERM V | Finance & Accounting | Business Analysis & Valuation | BAV | 3 |

TENTATIVE LIST OF ELECTIVES OFFERED DURING SECOND YEAR

| Term | Area | Course Name | Course Code | Credits |
|-------------|---|--|--------------------|----------------|
| TERM V | Information Systems Management | Business transformation in the Digital Era | BTDE | 3 |
| TERM V | Information Systems Management | E-business and E-commerce | ECOM | 3 |
| TERM V | Marketing Management | Pricing & Policy | PRICING | 1.5 |
| TERM V | Marketing Management | Retail & E-business Management Strategy (RMS) | RMS | 3 |
| TERM V | Information Systems Management | Business transformation in the Digital Era | BTDE | 3 |
| TERM V | Marketing Management | Marketing of Services | MOS | 3 |
| TERM V | Marketing Management | Sales & Distribution Management | SDM | 3 |
| TERM V | Marketing Management | International Marketing | IM | 1.5 |
| TERM V | Marketing Management | Product Management and Analytics | PMA | 3 |
| TERM V | Marketing Management | Digital Marketing | DM | 1.5 |
| TERM V | Marketing Management | Customer Relationship Marketing | CRM | 3 |
| TERM V | Information Systems Management | E-business and E-commerce | ECOM | 3 |
| TERM V | Operations Management | Digital Transformation of Supply Chain | DTSC | 3 |
| TERM V | Operations Management | Supply Chain Analytics | SCA | 3 |
| TERM V | Operations Management | Service Operations Management | SOM | 3 |
| TERM V | Operations Management | Strategic Procurement | SP | 1.5 |
| TERM V | Organizational Behavior and Human Resource Management | Game People Play | GPP | 1.5 |
| TERM V | Organizational Behavior and Human Resource Management | Performance & Compensation Management | PCM | 3 |
| TERM V | Organizational Behavior and Human Resource Management | Competency & Talent Management | CTM | 3 |
| TERM V | Strategic Management | Entrepreneurship & Finance | EF | 1.5 |
| TERM V | Strategic Management | Managing Strategic Transformation | MST | 1.5 |
| TERM V | Strategic Management | Managing Consulting Business, A Practitioner's Perspective | MCBPP | 1.5 |
| TERM V | Strategic Management | Strategic Leadership, Thinking and Decision Making (SLTDM) | SLTDM | 3 |
| TERM V | Strategic Management & Information Systems Management | Managing Platform Business | MPB | 3 |
| TERM VI | Finance & Accounting | Mergers & Acquisitions (Accounting and Finance) | MAF | 3 |
| TERM VI | Finance & Accounting | Financial Risk Management | FRM | 3 |

TENTATIVE LIST OF ELECTIVES OFFERED DURING SECOND YEAR

| Term | Area | Course Name | Course Code | Credits |
|-------------|---|--|--------------------|----------------|
| TERM VI | Finance & Accounting | Financial Technology | FT | 3 |
| TERM VI | Information Systems Management | Sports Analytics | SA | 3 |
| TERM VI | Information Systems Management | Cyber Security and Enterprise IT Risk Management | CSRM | 3 |
| TERM VI | Marketing Management | Strategic Marketing | SM | 3 |
| TERM VI | Marketing Management | AI/ML in Marketing | ALML | 1.5 |
| TERM VI | Marketing Management | Luxury Marketing | LM | 1.5 |
| TERM VI | Marketing Management | Integrated Marketing communication | IMC | 3 |
| TERM VI | Marketing Management | Rural Marketing | RM | 1.5 |
| TERM VI | Operations Management | Sustainability Management in Business | SMB | 1.5 |
| TERM VI | Operations Management | Generative AI Applications for Operations Managers | GENAI | 1.5 |
| TERM VI | Operations Management | Theory of Constraints (TOC) | TOC | 1.5 |
| TERM VI | Organizational Behavior and Human Resource Management | HR Analytics | HRA | 3 |
| TERM VI | Organizational Behavior and Human Resource Management | Coach Yourself | CY | 3 |
| TERM VI | Strategic Management | Digital Entrepreneurship | DE | 1.5 |
| TERM VI | Strategic Management | Chanakya: Strategic Lessons For Today & Tomorrow | CHANAKYA | 1.5 |



भारतीय प्रबंधन संस्थान संबलपुर
Indian Institute of Management Sambalpur
बसंतपुर, संबलपुर, ओडिशा – 768025
Basantpur, Sambalpur, Odisha – 768025

छात्र अवकाश आवेदन पत्र
STUDENT'S LEAVE APPLICATION FORM

छात्र का नाम/Name of Student : _____

रोल नंबर/Roll Number : _____ अनुभाग/Section : _____

कार्यक्रम/बैच/Programme/Batch : _____ मोबाइल नंबर/Mobile No. _____

| | |
|---|--|
| अवकाश प्रारंभ (तारीख / समय) Leave from (date / time) | |
| अवकाश समाप्त (तारीख / समय) Leave to (date / time) | |
| कुल अवकाश के दिन (कक्षा और छात्रावास से अनुपस्थिति हेतु) No. of days leave requested for absenting from class and hostel | |
| अवकाश का कारण Reasons for leave of absence | |
| अवकाश के दौरान पूर्ण पता Complete address while on leave | |

| अवकाश अवधि में छूटने वाले पाठ्यक्रमों का नाम Name of course(s) being missed during the above-mentioned leave period | पाठ्यक्रम के कुल सत्र / क्रेडिट Total Sessions / Credits of the course | पाठ्यक्रम के अब तक हुए कुल सत्र Total sessions already held for the course | अब तक उपस्थित सत्रों की संख्या Total sessions attended | अवकाश अवधि में छूटने वाले सत्रों की संख्या Total sessions being missed during the leave period | अवकाश अवधि तक कुल छूटे हुए सत्रों की संख्या Consolidated total sessions missed till the leave period |
|--|---|---|---|---|---|
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अवकाश हेतु सहायक दस्तावेजों की सूची/ List of supporting documents for leave:-

- चिकित्सा प्रमाणपत्र, जो संस्थान के चिकित्सक / पंजीकृत चिकित्सक द्वारा अनुमोदित हो।

Medical certificate duly endorsed by the Institute Doctor / Registered doctor

- किसी अन्य व्यावसायिक परीक्षा / प्रतियोगिता में भाग लेने हेतु सहायक दस्तावेज।

Supporting documents for attending other professional examination / competition

- अन्य कोई दस्तावेज

Any other documents..... (Please specify)

मैं निम्नलिखित घोषणाएँ करता/करती हूँ/ I hereby declare the following:-

- मैं इस अवकाश का उपयोग एमबीए नियमावली में उल्लिखित अनुमोदित 20% उपस्थिति छूट के अंतर्गत कर रहा/रही हूँ और उपस्थिति माफी का अनुरोध नहीं करूंगा/करूंगी।/ I am utilizing this leave within my authorised 20 % attendance relaxation norms as mentioned in MBA manual and I will not ask for attendance waiver.
- मैं इस बात से अवगत हूँ कि मेरे अवकाश के दौरान कोई भी कक्षा / परीक्षा पुनर्निर्धारित हो सकती है और मैं इसके लिए उपस्थिति माफी का अनुरोध नहीं करूंगा/करूंगी।/ I am aware that during my leave period, any of the classes / examinations can be rescheduled at any time and I will not ask for attendance waiver for the same.
- मैं अवकाश अवधि के दौरान सभी आवश्यक सुरक्षा सावधानियाँ बरतूंगा/बरतूंगी और समय पर संस्थान वापस लौदूंगा/लौदूंगी।/ I will take all necessary safety precautions during my leave period and will return to Institute on time.
- मेरे माता-पिता / अभिभावक इस अवकाश के बारे में अवगत हैं।/ My parents/guardians are aware about my above-mentioned leave.

तारीख/ Date :

छात्र के हस्ताक्षर/Signature of the student

| क्र. सं. SI No. | छात्र क्लब/समिति सदस्य द्वारा सत्यापित Verified by Student Club/ Committee Member | नियोजित गतिविधि/कार्यक्रम Activity/Event Planned | गतिविधि/कार्यक्रम की तिथि Date of the Activity/Event | प्राधिकरण का नाम Name of the Verifier | हस्ताक्षर और तिथि Signature & Date |
|--------------------|--|--|--|--|---------------------------------------|
| 1 | छात्र प्लेसमेंट कार्यालय Student's Placement Committee | | | | |
| 2 | छात्र SAC कार्यालय Student's SAC Committee | | | | |

* (*जो भी लागू हो) / if applicable

For office use only

| क्र. सं. SI No. | प्राधिकरण Authority | अनुशंसित Recommended | अस्वीकृत Not Recommended | प्राधिकरण का नाम Name of signing authority | हस्ताक्षर और तिथि Signature & Date |
|--------------------|---|-------------------------|-----------------------------|---|---------------------------------------|
| 1. | छात्रावास अधीक्षक (पुरुष/महिला)* Hostel Supervisor (Male / Female)* | | | | |
| 2. | SAC कार्यालय SAC Office | | | | |
| 3. | प्लेसमेंट कार्यालय Placement Office | | | | |
| 4. | पीजीपी कार्यालय (एमबीए 1 / एमबीए 2)* PGP Office (MBA 1 / MBA 2)* | | | | |
| 5. | एओ (शैक्षणिक) AO (Academics) | | | | |

Note: i. No online Student Leave Form will be approved.

ii. The office will only sanction those the leaves that is submitted 48 hours before the concern time.

भारतीय प्रबंधन संस्थान संबलपुर
INDIAN INSTITUTE OF MANAGEMENT SAMBALPUR
 बसंतपुर, संबलपुर, ओडिशा – 768025
 Basantpur, Sambalpur, Odisha – 768025

विशेष अवकाश प्रपत्र
Special Leave Form

| भाग – A: छात्र और कार्यक्रम का विवरण/ Part – A: Student & Event Details | | | | |
|---|---|--|-------------------------------|----------------------------|
| सत्र/Term | | | | |
| छात्र का नाम/ Student's Name | | | | |
| छात्र का रोल नंबर/ Student's Roll Number | | | | |
| विभाग/ Section | | | | |
| कार्यक्रम एवं बैच/ Programme & Batch | | | | |
| अवकाश का कारण Reasons for leave of absence (Proof to be attached) | i. गंभीर चिकित्सा आपात स्थिति (जैसे, सर्जरी या अस्पताल में भर्ती)/ critical medical emergencies (e.g., surgery or hospitalization) ii. आधिकारिक संस्थागत गतिविधियाँ (जैसे, नियुक्ति या प्रशासनिक कर्तव्य)/ official institutional activities (e.g., placement or administrative duties) iii. परिवार के किसी निकटतम सदस्य (माता-पिता, भाई-बहन, पति/पत्नी या आश्रित) की मृत्यु/ the death of an immediate family member (parents, siblings, spouse, or wards) | | | |
| अवकाश आरंभ और समाप्ति तिथि/ Leave starting & end date | से/ From: | तक/ To: | | |
| मोबाइल नंबर/ Mobile Number | | | | |
| क्लब/समिति का नाम/ Club/Committee Name | | | | |
| कार्यक्रम/गतिविधि का नाम/ Name of Event/Activity | | | | |
| भाग – B: अनुपस्थित कक्षाओं का विवरण/ Part –B: Details of Classes Missed Out | | | | |
| पाठ्यक्रम का नाम Name of Course(s) | शिक्षण संकाय Teaching Faculty | छूटी हुई कक्षाओं की कुल संख्या Total Number of classes missed | सत्र विवरण Session Details | |
| | | | तारीख Date | सत्र संख्या Session No. |
| | | | | |
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| छात्र के हस्ताक्षर और तिथि/ Signature of student & Date : | | | | |

| भाग- C : केवल कार्यालय उपयोग हेतु/ Part-C: For office use only | |
|---|--|
| पीजीपी कार्यालय/ PGP Office | |
| प्रशासनिक अधिकारी (शैक्षणिक)/Administrative officer (Academics) | |

* नोट: विशेष अवकाश की अंतिम स्वीकृति पीजीपी कार्यकारी समिति के निर्णयों पर निर्भर है।

* Note: Final approval of special leave is subject to PGP Executive Committee decisions.



भारतीय प्रबंधन संस्थान संबलपुर
INDIAN INSTITUTE OF MANAGEMENT SAMBALPUR

बसंतपुर, संबलपुर, ओडिशा - 768025
Basantpur, Sambalpur, Odisha - 768025

छूटी हुई परीक्षा के लिए आवेदन पत्र
APPLICATION FOR MISSED-EXAMINATION

1. मैं आईआईएम संबलपुर के एमबीए बैच का छात्र/छात्रा हूँ। मैं निम्नलिखित पाठ्यक्रमों की छूटी हुई परीक्षा में सम्मिलित होना चाहता/चाहती हूँ, जिनके छूटने के कारण नीचे उल्लिखित हैं।

I am a student of MBABatch of IIM Sambalpur. I wish to appear for the missed examination in the following course(s) due to the reason(s), as stated against each.

| क्र. सं. Sl No. | टर्म Term | पाठ्यक्रम Course | छूटने का कारण Reasons |
|--------------------|--------------|---------------------|--------------------------|
| | | | |
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| | | | |

2. मैं अनुमोदित अवकाश आवेदन / ईमेल स्वीकृति की एक प्रति संलग्न कर रहा/रही हूँ, जिसमें परीक्षा छूटने के कारणों से संबंधित सहायक दस्तावेज शामिल हैं।

I am attaching a copy of the approved leave application / email approval along with supporting documents stating the reasons for missing the above-mentioned examination(s).

3. मैंने छूटी हुई परीक्षा के लिए ₹5000/- प्रति पाठ्यक्रम के अनुसार कुल ₹ राशि का भुगतान किया है। भुगतान की मूल रसीद (आईआईएम संबलपुर के लेखा विभाग द्वारा जारी) संदर्भ हेतु संलग्न है।

I have also deposited the total amount of Rs. as prescribed fees (@ 5000/- per course) for the missed examination. The payment receipt (in original) from the Accounts Department of IIM Sambalpur is attached for reference.

छात्र का हस्ताक्षर/Student's Signature.....

छात्र का नाम/Student's Name

छात्र का रोल नंबर/Student's Roll No.....

कार्यक्रम / बैच/Student's Pgme/Batch

तारीख/Date.....

छात्र का मोबाइल नंबर/Student's Mobile No

पीजीपी कार्यालय हेतु उपयोग मात्र

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आवेदन प्राप्त करने की तिथि (सहायक दस्तावेज / भुगतान रसीद के साथ)/Date of receipt of application alongwith supporting documents / Payment Receipt

छूटी हुई परीक्षा /Missed-examination - स्वीकृत /Approved /अस्वीकृत/ Not approved

पीजीपी कार्यालय के हस्ताक्षर

Signature of PGP Office

तारीख/ Date :

शैक्षणिक प्रशासनिक अधिकारी के हस्ताक्षर

Signature of AO (Academics)

तारीख/ Date:

पीजीपी चेयरपर्सन के हस्ताक्षर

Signature of Chairperson PGP

तारीख/ Date:



भारतीय प्रबंध संस्थान सम्बलपुर
Indian Institute of Management Sambalpur

टर्म पंजीकरण फॉर्म
TERM REGISTRATION FORM

भाग A: [छात्र द्वारा भरा जाना है]/Part A: [To be filled by the Student]

| | |
|--|--|
| बैच /BATCH: | |
| रोल नंबर /ROLL NO : | |
| पूरा नाम (अक्षरों में)/FULL NAME (in Capitals) | |
| टर्म /TERM | |

:::

भाग B: [छात्र द्वारा भरा जाना है] / Part B: [To be filled by the Student]
टर्म /TERM _____

| | | |
|---|--|--|
| 1 | पंजीकरण की तिथि /Date of Registration | |
| 3 | टर्म () शुल्क / TERM () FEE | |
| 4 | ऋण / स्वयं LOAN / SELF | |
| 5 | लेन-देन का विवरण (लेन-देन संख्या / संदर्भ संख्या / जर्नल संख्या) (भुगतान रसीद को फॉर्म के साथ संलग्न करना आवश्यक है) Transaction Details (Transaction No / Reference No / Journal No (Payment receipt need to be attached along with the form) | |
| 6 | लेन-देन की तिथि /Transaction Date | |
| 7 | प्रेषक के बैंक का विवरण /Sender's Bank Details | |
| 8 | प्रेषक का खाता नंबर Sender's A/C No | |
| 9 | खाता धारक का नाम A/C Holder's Name | |

भाग C: अन्य दस्तावेज़ [छात्र द्वारा भरा जाना है]/Part C:- Other Documents [To be filled by the Students]

| | |
|--|--|
| अकादमिक बैंक ऑफ क्रेडिट्स (ABC) आईडी कार्ड Academic Bank of Credits (ABC) ID Card | |
| एंटी-रैगिंग अंडरटेकिंग संदर्भ आईडी Anti- Ragging Undertaking Reference ID | |

भाग D: प्रतिभागी द्वारा घोषणा /Part D: DECLARATION by the Participant

मैं, _____ (नाम हस्तलिखित), यह घोषणा एवं प्रतिज्ञा करता/करती हूँ कि पंजीकरण प्रक्रिया के अंतर्गत आईआईएम संबलपुर में प्रस्तुत की गई मेरी सभी जानकारी एवं सहायक दस्तावेज़ सत्य, प्रामाणिक हैं तथा आईआईएम संबलपुर द्वारा निर्धारित सभी मानकों के अनुरूप हैं; साथ ही, आईआईएम संबलपुर को बिना किसी शर्त के इस जानकारी या दस्तावेज़ के किसी भी भाग को किसी आवश्यक प्रयोजन हेतु साझा करने या प्रस्तुत करने का अधिकार है। मैं यह भी सहमति देता/देती हूँ कि यदि टर्म शुल्क से संबंधित मेरे द्वारा दी गई कोई भी जानकारी गलत या भ्रामक पाई जाती है, तो मेरे पंजीकरण को रद्द करने सहित अनुशासनात्मक कार्रवाई की जाएगी।

I, _____ (*name to be handwritten*), do hereby declare & undertake that all the information & supporting documents submitted as part of the IIM Sambalpur registration process, are true, authentic and comply with all the norms as required by IIM Sambalpur; also IIM Sambalpur is hereby unconditionally authorized to represent or share any part of this information, or documents, towards any necessary purpose. Also, I agree that if any information provided by me towards the term fee details is found incorrect or misrepresented will attract disciplinary action, including cancellation of my registration .

दिनांक /Date

छात्र के हस्ताक्षर/ Student's Signature

भाग E: पंजीकरण स्थिति [केवल कार्यक्रम कार्यालय द्वारा भरा जाना है]/Part E: Registration Status [to be filled by Program Office]

☐

अस्थायी /Provisional

☐

पुष्टि की गई /Confirmed

कार्यक्रम कार्यालय हस्ताक्षर / Program Office Signature:

**(आईआईएम संबलपुर)
(IIM Sambalpur)**

जब तक पंजीकरण पूर्ण न हो जाए, इस पंजीकरण फॉर्म को अपने पास रखना अनिवार्य है।:

YOU NEED TO CARRY THIS REGISTRATION FORM WITH YOU, TILL THE REGISTRATION IS COMPLETE.

फॉर्म भरने हेतु निर्देश /Form filling: इस फॉर्म में आपको केवल भाग A से भाग D तक भरना है। पंजीकरण फॉर्म के अन्य सभी अनुभाग केवल “कार्यालय उपयोग” के लिए हैं।

In this form, you are required to fill in ONLY Part-A to Part-D. All other sections in the Registration Form are for “Office Use Only”.

धन्यवाद

THANK YOU

PGP (MBA) OFFICE TEAM

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